Catalog and Student Handbook

2015-2016

CAPE FEAR
COMMUNITY
COLLEGE

Digitized by the Internet Archive
in 2017 with funding from
North Carolina Digital Heritage Center

https://archive.org/details/capefearcommunit2015cape

Cape Fear Community College

WILMINGTON CAMPUS
411 NORTH FRONT STREET
WILMINGTON, NORTH CAROLINA 28401-3910
(910) 362-7000

NORTH CAMPUS
4500 BLUE CLAY ROAD
CASTLE HAYNE, NORTH CAROLINA 28429-6114
(910) 362-7700

BURGAW CENTER
100 E. INDUSTRIAL DRIVE
BURGAW, NORTH CAROLINA 28425
(910) 362-7900

ALSTON BURKE CENTER
621 NC HIGHWAY 210 E.
SURF CITY, NORTH CAROLINA 28445
(910) 362-7930

Affirmative Action/Equal Opportunity College
www.cfcc.edu

CATALOG and STUDENT HANDBOOK
2015-2016

VOLUME XLV **JULY 2015**

NOTE

The catalog and handbook are published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the College or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the North Carolina State Legislature, the North Carolina Community College System, or by local conditions may make some alterations in curricula, fees, etc., necessary.

NON-DISCRIMINATION POLICY

Cape Fear Community College, its faculty and staff, and the Board of Trustees are committed to equality of educational opportunity. The College does not discriminate against applicants, students, or employees. Moreover, the College is committed to cultural diversity and actively seeks larger numbers of minorities within the College community. This policy applies to both students and employees at all levels of the Colleges operations.

INSTITUTIONAL ACCREDITATION

Cape Fear Community College is accredited by the Commission on College of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Cape Fear Community College.

Cape Fear Community College (CFCC) provides the above information to enable interested constituents (1) to learn about the accreditation status of CFCC, (2) to file a third-party comment at the time of CFCC's decennial review, or (3) to file a complaint against CFCC for alleged non-compliance with a standard or requirement. The Commission on College's should be contacted only if there is evidence that appears to support Cape Fear Community College's significant non-compliance with a requirement or standard. Otherwise, the Commission on College's website provides membership information and accreditation status of its members at www.sacscoc.org. All other inquiries about Cape Fear Community College should be addressed directly to the college and not to the Commission on College's office.

MEMBER OF

Cape Fear Community College is a member institution of the North Carolina Community College System, the League for Innovation in Community Colleges, and the American Association of Community Colleges.

ACCREDITATIONS AND CERTIFICATIONS OF SELECT PROGRAMS

Associate Degree Nursing: Accreditation Commission for Education in Nursing, Inc. (ACEN). The address and telephone number of Accreditation Commission for Education in Nursing, Inc. is 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

Cardiovascular Sonography: The Cardiovascular Sonography program is accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The address and telephone number of the JRC-DMS is 2025 Woodlane Dr., St. Paul, MN 55125-2998, (651) 731-1582.

Criminal Justice Technology: The North Carolina Criminal Justice Education and Training Standards Commission. The address and telephone number of the North Carolina Criminal Justice Education and Training Standards Commission is NC Criminal Justice Standards Division, NC Department of Justice, 114 West Edenton Street, PO Drawer 149, Raleigh, NC 27602, (910) 716-6470.

Dental Assisting: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653.

Dental Hygiene: The Commission on Dental Accreditation of the American Dental Association. The address and telephone number of the Commission on Dental Accreditation of the American Dental Association is 211 East Chicago Avenue, Chicago, IL 60611-2678, (312) 440-4653.
The dental hygiene program is accredited without reporting requirements.

Early Childhood Education: National Association for the Education of Young Children (NAEYC), NAEYC Associate Degree Accreditation, 1313 L Street NW, Suite 500, Washington DC 20005-4101, (202) 232-8777 or (800) 424-2460.

Medical Sonography: The Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). The address and telephone number of CAAHEP is 1361 Park St., Clearwater, FL 33756, (727) 210-2350. The address and telephone number of the JRC-DMS is 2025 Woodlane Dr., St. Paul, MN 55125-2998, (651) 731-1582.

Occupational Therapy Assistant: The Accreditation Council for Occupational Therapy Education (ACOTE of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449, (301) 652-AOTA, www.acoteonline.org.

Pharmacy Technology: The American Society of Health System Pharmacists (ASHP), 7272 Wisconsin Avenue, Bethesda, MD, 20814, (301) 657-3000, www.ashp.org.

Phlebotomy: The National Accreditation Agency for Clinical Laboratory Sciences, 8710 W. Bryn Marr Avenue, Suite 670, Chicago, IL 60631-3415, (773) 714-8880.

Practical Nursing: The North Carolina Board of Nursing, PO Box 2129, Raleigh, NC 27602, (919) 782-3211, www.ncbon.org.

Radiography: Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, www.jrcert.org.

Surgical Technology: The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Commission on Accreditation of Allied Health Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120, (303) 694-9262.

ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL HANDICAP OR OTHER NON-RELEVANT FACTORS.

Table Of Contents

President's Welcome 1
College Calendar 3
Local Board of Trustees 1
Mission Statements 2
Vision Statement 2
State Board of Community Colleges 1
About the College 2

Admissions 5
- Admission of International Students 7
- Admission of Non-degree Seeking Student 5
- Admission of Out-of-State Students 7
- Admission of Transfer Students 5
- Admission of Transient Students 6
- College Opportunities for High School Students 6
- General Admissions Process 7
- Provisional Admission 6
- Re-Admission of Curriculum Students 6
- Residency Appeal 7
- Selective Admissions/Health Science Programs 5
- Special Credit-Lifelong Learners 6

Services to Students 8
- Academic Advising Center 9
- Accuplacer Test 9
- Basic Skills Division 15
- Campus Visits 8
- Career and Testing Services 9
- Continuing Education Services 15
- Counseling 9
- Developmental Studies 11
- Disability Support Services 9
- Health Services 14
- High School Equivalency Exam Testing 9
- Human Resources Development Program 15
- Learning Lab 14
- Learning Resources Center 14
- List of Transfer Courses 11
- myCFCC 8
- Online Learning 15
- Orientation 8
- Placement Test Advising Guide 10
- Placement Testing 9
- Placement Testing Options 9
- Retention and Graduation Rate Information 11
- Retest Policy 9
- WebAdvisor 8
- Where to Go for What 8

Registration Information 15
- Auditing Courses 16
- Course Load 15
- Procedures for Registering for Classes 15
- Semester Hour Credit 15
- Semester System 15
- WebAdvisor (Online Registration) 16
- Withdrawal 16

Academic Information 17
- Academic Forgiveness 23
- Academic Honors 25
- Academic Program Change 22
- Academic Program of Study 22
- Academic Warning, Probation and Suspension 24
- Advanced Placement 20
- Attendance Policy 17
- Catalog of Record 25
- CFCC Honors Program 26
- Cheating and Plagiarism 24
- CLEP - College Level Examination Program 20
- College Closings or Delays 18
- Computer Competency 25
- Course Repeat Policy 23
- Credit by Proficiency 20
- DANTES Subject Standardized Tests 21
- Degree Audit 25
- Educational Partnerships 21
- Experiential Learning 22
- Final Grades 19
- Grade Appeal Procedure 23
- Grading and Grade Point Averages 17
- Grading Scale 17
- Grading System 17
- Graduation Needs 25
- Inclement Weather 18
- Incomplete Grades 19
- Independent Study 22
- Intent to Graduate 25
- North Carolina High School to Community College Articulation Agreement 22
- Off-Campus Groups and Individuals 18
- On-Campus Groups and Individuals 18
- Partnerships with Business and Industry 21
- Partnerships with Community Agencies 21
- Prerequisites and Corequisites 24
- Requirements for Graduation 25
- Right of Appeal (Academic Suspension) 24
- Right of Appeal (Cheating) 24
- Satisfactory Progress Standards 23
- Student Advisement 17
- Student Participation in CFCC Activities 19
- Student Veteran Attendance Policy 18
- Translating Course Grades into GPA 17
- Waiver of Prerequisites and Corequisites 24

Financial Aid **26**
- Appeal Process for Probationary Semester 28
- Applying for Financial Aid 26
- Available Aid Programs 26
- Eligibility After Graduation 27
- Failure to Achieve Satisfactory Academic Progress 27
- Financial Need and Expected Family Contribution 27
- Foundation Scholarships 29
- Maintaining eligibility for Veterans Educational Benefits 30
- Maximum Time Frame 28
- Maximum Time Frame Appeal 29
- Notification of Awards 27
- Programs Not Eligible for Financial Aid 27
- Qualitative and Quantitative Standards 27
- Return of Federal Funds 29
- Satisfactory Academic Progress 27
- Student Ambassadors 30
- Student Responsibilities 29
- Timing of Measurement 28
- Tuition/Fees/Books 29
- Verification 27
- Veterans Educational Benefits 30
- Vocational Rehabilitation 30

Expenses **31**
- Bookstore 32
- Electronic Signature Policy for Students 31
- Graduation Fees 32
- Institutional Indebtedness 32
- Insurance 31
- Parking and Security Permits 31
- Personnel in the Armed Services 32
- Refund of Tuition 32
- Return Check Guidelines 32
- Student Fees 32
- Student Identification Card 32
- Textbooks, Educational Tools and Fees 32
- Transcript of Record 32
- Tuition 31

Student Activities **33**
- Athletics and Intramural Activities 33
- Clubs and Organizations 34
- College Sponsored Activities and Events 35
- Intramural Program 33
- Phi Theta Kappa 33
- Social Activities 33
- Student Ambassadors Program 33
- Student Government Association 33
- Student Publications 35

General Information **36**
- Change of Name/Address 36
- Children on Campus Policy 36
- Dress 36
- Food Services 36
- Housing 36
- Lost and Found 36
- Parking 37
- Telephones 37
- Tobacco Free Campus Policy 37

Student Expectations, Rights and Responsibilities **38**
- Campus Sex Crimes Prevention Act 45
- Classroom Rules 40
- Code of Conduct 40
- Computer Acceptable Use Policy 39
- Conduct Probation and Suspension 40
- Crime Awareness and Campus Security Policy 44
- Crime Data 45
- Directory Information 38
- Drug and Alcohol Policy 47
- Emergency Evacuation 47
- Evacuation of Buildings 46
- Grievance Procedure 46
- Judicial Board 46
- Patent and Copyright Policy 39
- Right of Appeal 40
- Rights of Administration 38
- Rights of Faculty 38
- Rights of Parents 38
- Rights of Students3 8
- Sex Offender Notification 45
- Sexual/Gender Misconduct Plan and Plan Expectations 41
- Sexual Harassment 46
- Sexual Misconduct 41
- Student and Public Complaint Policy and Procedures 46
- Student Records 38
- Weapons on Campus 40
- Written Student Complaint 46

Continuing Education Division **49**
- Alston W. Burke Center 57
- Basic Skills Division 50
- Burgaw Center 57
- Community Enrichment Department 52
- Corporate and Continuing Education Department 54
- General Course Information 49
- Healthcare and Life Sciences Department 55
- Public Safety Department 56

Online Learning **57**

TABLE OF CONTENTS

Programs of Study 58
- General Education Values Statement 60
- College Transfer/University Parallel General Information and Articulation Agreements 60

College Transfer Programs 66
- Associate in Arts 66
- Associate in Science 70
- Associate in Fine Arts Pre-Major 74
  - Art 74
  - Drama 76
  - Music and Music Education 80

Associate in General Education 83

Associate in Applied Science, Diploma and Certificate Programs 83
- Accounting 83
- Air Conditioning, Heating and Refrigeration Technology 84
- Architectural Technology 85
- Associate Degree Nursing 128
- Automotive Systems Technology 86
- Basic Law Enforcement Training 88
- Boat Building 88
- Boat Manufacture and Service 89
- Business Administration 90
  - Banking and Finance 91
  - Customer Service 91
  - Entrepreneurship 91
  - International Business 91
  - Management and Supervision 92
  - Office Systems 90/92
  - Project Management 92
- Cardiovascular Sonography 92
- Carpentry 93
- Chemical Technology 93
- Collision Repair and Refinishing Technology 94
- Community Spanish Interpreter 95
- Computer-Integrated Machining 95
- Computer Technology Integration 96
  - Cisco Networking 101
  - Computer Forensics 101
  - Information Systems Security 98
  - Information Technology 97
  - Network Administration 99
  - Network Technology 99
  - Operating Systems Administration 100
  - Software Development 99
  - Systems Administration 100
  - Virtualization Technology 101
  - Web Development 100
- Construction Management Technology 101
- Cosmetology 102
- Criminal Justice Technology 104
- Culinary Arts 105
- Dental Assisting 107
- Dental Hygiene 108
- Diesel and Heavy Equipment Mechanics 109
- Drafting 124
- Early Childhood Education 110
- Electrical Systems Technology 111
- Electronics Engineering Technology 112
- Emergency Medical Science 114
- Esthetics Instructors 114
- Esthetics Technology 115
- Film and Video Production Technology 115
- Fire Protection Technology 116
- Healthcare Business Informatics 117
- Hospitality Management 118
- Industrial Systems Technology 119
- Interior Design 120
- Interpreter Education 121
- Landscape Gardening 121
  - Retention Pond Management 122
- Marine Technology 123
- Mechanical Engineering Technology 124
  - CAD Drafting 125
- Mechatronics Engineering Technology 125
- Medical Office Administration 126
- Medical Sonography 126
- Nuclear Technology 127
- Nursing Programs 128
  - Associate Degree Nursing (RN) 128
  - Practical Nursing (LPN) 129
- Occupational Therapy Assistant 130
- Paralegal Technology 131
- Pharmacy Technology 132
- Phlebotomy 133
- Plumbing 134
- Practical Nursing (LPN) 129
- Radiography 134
- Real Estate Licensing 135
- Surgical Technology 135
- Sustainability Technologies 136
  - Renewable Energy Technology 137
  - Sustainable Building Technologies 137
- Truck Driver Training 138
- Welding Technology 138

Course Descriptions 139

Staff and Faculty 261

Index 280

Performance Measures and Standards

NCCCS Performance Measures for Student Success

CFCC Performance Results, 2013-2014 (Reported Spring 2015)

The Performance Measures for Student Success Report is the North Carolina Community College System's major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public about the performance of our 58 community colleges.

In 2010, NCCCS President Scott Ralls established a Performance Measures Committee to develop new performance measures based on student success rates to go into effect in 2013.

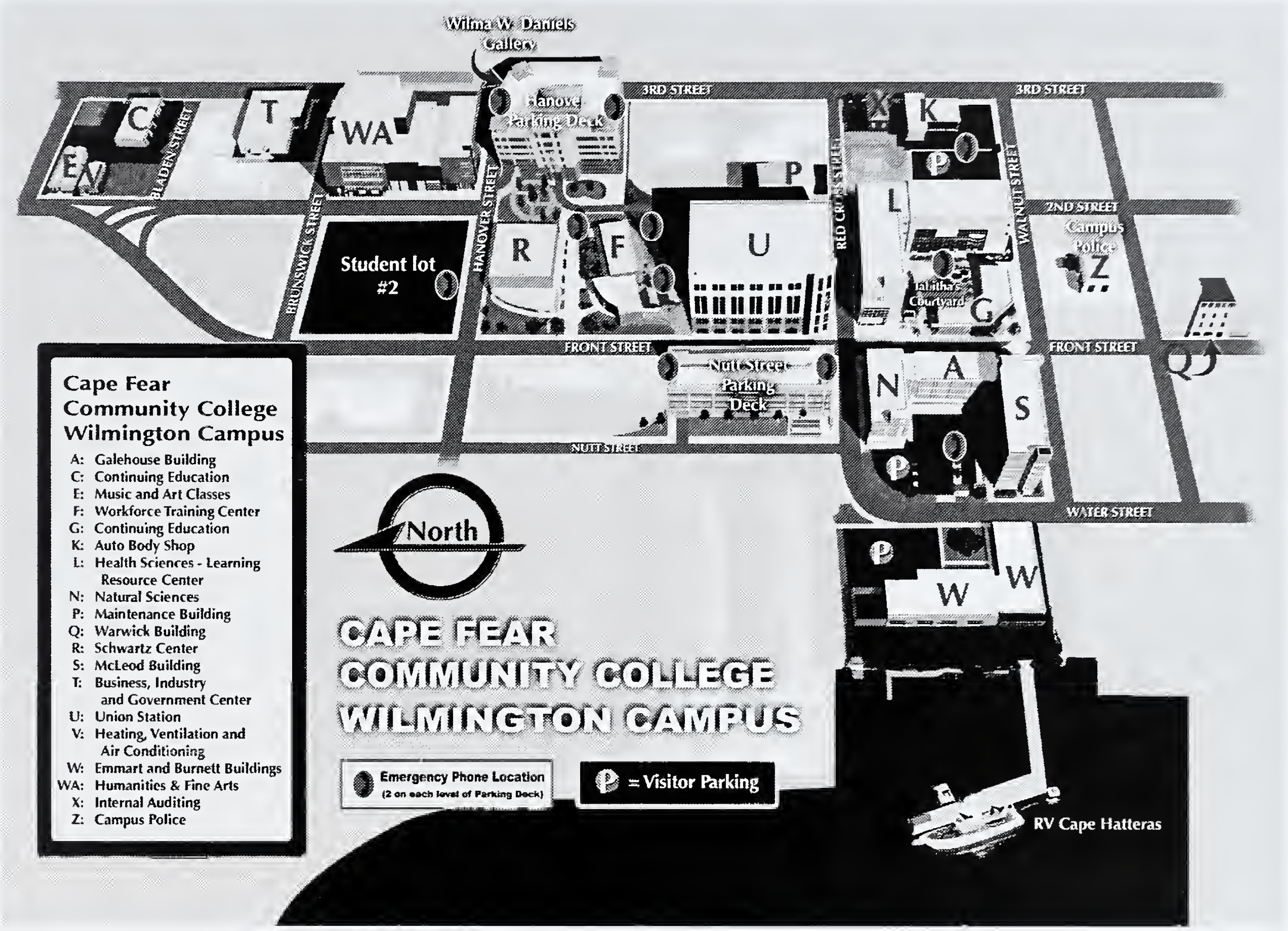
In November 2011, the State Board formally approved the Performance Measures. These measures were then submitted to the General Assembly in March 2012 and later adopted in June 2012 through Section 8.5 of S.L. 2012-142.

The revised Performance Measures include system-wide "baseline levels" and "excellence levels" for each measure to promote transparency, simplicity, and objectivity. This utilization of baseline and excellence levels is a departure from the System's historical use of "standards." These baseline and excellence levels remain static for three years and will be reset in the 2016 Report.

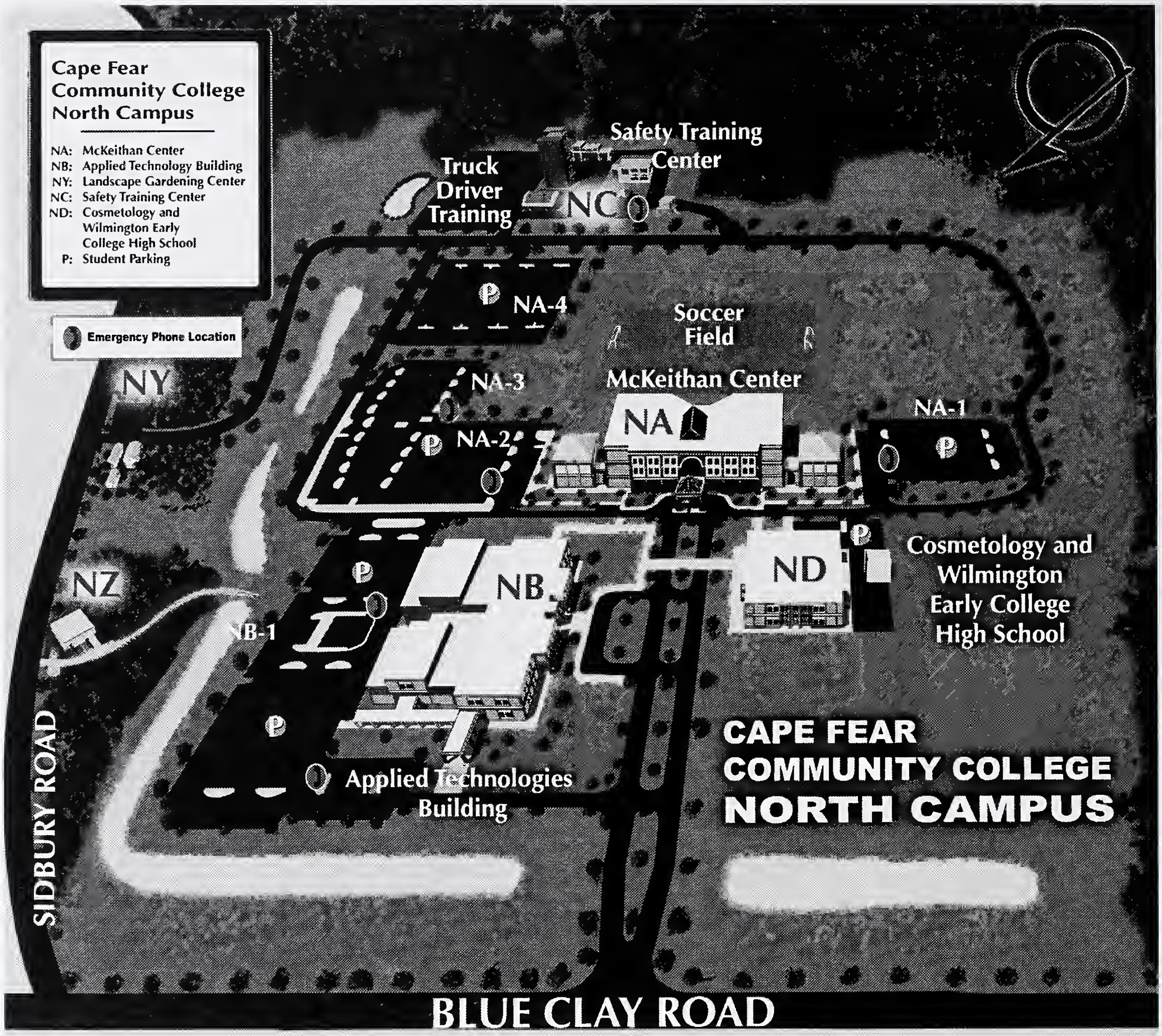
Complete details for all 58 North Carolina Community Colleges can be found at the NCCCS Website.
CFCC's performance results for 2015, based on 2013 – 2014 data; are provided below.

Performance Measure	Description	CFCC Performance
1. Basic Skills Student Progress	Percentage of students who progress as defined by an educational functioning level.	Excellence level: 51.2% Mean: 45.1% **CFCC: 43.3%** Baseline level: 20.6%
2. GED Diploma Passing Rate	Percentage of students taking at least one GED test during a program year who receive a GED diploma during the program year.	Excellence level: 82.0% Mean: 79.4% **CFCC: 77.8%** Baseline level: 49.3%
3. Development Student Success Rate in College-Level English Courses	Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a grade of "C" or better upon the first attempt.	Excellence level: 74.9% Mean: 62.4% **CFCC: 62.9%** Baseline level: 45.2%
4. Development Student Success Rate in College-Level Math Courses	Percentage of previous developmental math students who successfully complete a credit math course with a grade of "C" or better upon the first attempt.	Excellence level: 75.4% Mean: 63.6% **CFCC: 65.6%** Baseline level: 47.5%
5. First Year Progression	Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours.	Excellence level: 74.6% Mean: 67.1% **CFCC: 70.2%** Baseline level: 53.2%
6. Curriculum Student Completion	Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.	Excellence level: 45.6% Mean: 43.4% **CFCC: 50.0%** Baseline level: 28.6%
7. Licensure and Certification Passing Rates	Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.	Excellence level: 91.7% Mean: 83.3% **CFCC: 92.8%** Baseline level: 71.0% **Scores by Exam** Cosmetology: 88% (25 tested) Cosmetology Apprentice: 100% (19 tested) Esthetics: 88% (16 tested) Manicuring: 83% (6 tested) Real Estate Sales: 80% (10 tested) Dental Hygiene: 89% (9 tested) Radiography: 100% (16 tested) Practical Nursing PN: 100% (26 tested) Associate Degree Nursing RN: 100% (49 tested) EMT: 92% (104 tested) EMT-P: 100% (9 tested) EMT-I: 91% (11 tested) BLET: 88% (96 tested) Detention Officer:96% (46 tested)
8. College Transfer Performance	Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution.	Excellence level: 93.8% Mean: 87.7% **CFCC: 85.0%** Baseline level: 71.2%

Wilmington Campus Map


Wilma W. Daniels Gallery
3RD STREET
3RD STREET
C
E
N
BLADEN STREET
T
WA
Hanover Parking Deck
X
K
P
P
L
RED CROSS STREET
WALNUT STREET
2ND STREET
Campus Police
Z
BRUNSWICK STREET
HANOVER STREET
Student lot #2
R
F
U
Jalitha's Courtyard
G
FRONT STREET
FRONT STREET
Q
Nutt Street Parking Deck
N
A
S
NUTT STREET
P
WATER STREET
North
P
W
W
Cape Fear Community College Wilmington Campus
A: Galehouse Building
C: Continuing Education
E: Music and Art Classes
F: Workforce Training Center
G: Continuing Education
K: Auto Body Shop
L: Health Sciences - Learning Resource Center
N: Natural Sciences
P: Maintenance Building
Q: Warwick Building
R: Schwartz Center
S: McLeod Building
T: Business, Industry and Government Center
U: Union Station
V: Heating, Ventilation and Air Conditioning
W: Emmart and Burnett Buildings
WA: Humanities & Fine Arts
X: Internal Auditing
Z: Campus Police
CAPE FEAR COMMUNITY COLLEGE WILMINGTON CAMPUS
Emergency Phone Location (2 on each level of Parking Deck)
P = Visitor Parking
RV Cape Hatteras

North Campus Map


Cape Fear Community College North Campus
NA: McKeithan Center
NB: Applied Technology Building
NY: Landscape Gardening Center
NC: Safety Training Center
ND: Cosmetology and Wilmington Early College High School
P: Student Parking
Emergency Phone Location
Safety Training Center
Truck Driver Training
NC
NA-4
Soccer Field
NA-3
McKeithan Center
NA
NA-1
NA-2
NY
NZ
NB
ND
NB-1
Cosmetology and Wilmington Early College High School
Applied Technologies Building
CAPE FEAR COMMUNITY COLLEGE NORTH CAMPUS
SIDBURY ROAD
BLUE CLAY ROAD

President's Welcome

Thank you for considering Cape Fear Community College! As one of the largest and oldest community colleges in North Carolina, CFCC has helped thousands of students improve their lives through education for more than half a century. At CFCC, there are many opportunities awaiting you and it is our hope that you will find a class, a program and ultimately a career path that you will find rewarding.

Our curriculum features over 50 academic and job training programs which offer two-year associate degrees along with a variety of diploma and certificate options for specialized training. Many of our programs have been recognized by national and regional accrediting agencies and other professional organizations for achieving high standards and best practices.

We take pride in our college, but more importantly, we take pride in the success of our students. Each member of our faculty and staff is here to help you reach your goal. Our class sizes are designed to be small so that students can experience individualized instruction whenever possible. In addition, there are numerous resources outside the classroom which can provide extra academic and personal support if you need it.

Our employees are experts in their fields and are the most dedicated and talented you'll find at any college or university. All of these resources are offered as part of the collective CFCC experience which is designed to help you reach your educational goal, whether it is to earn a degree, improve your job skills or prepare for a new career.

Sincerely,

Amanda K. Lee

Amanda K. Lee, Ph.D.
CFCC President

State Board of Community Colleges

Dr. Linwood Powell, Chair	Fayetteville
Mr. K. Ray Bailey, Vice Chair	Asheville
The Honorable Janet Cowell	Raleigh
The Honorable Dan Forest	Charlotte
Mr. Jimmie E. Ford	Goldsboro
Dr. Stuart B. Fountain	Asheboro
Mr. J. Wesley Fricks III	Raleigh
Mr. Clyde Higgs	Kannapolis
Mr. Wade Bryan "Bobby" Irwin, Jr.	Sparta
Ms. Janet Lowder	Albemarle
Mr. Ernest C. Pearson	Sanford
Ms. Hilda Pinnix-Ragland	Cary
Dr. Samuel Powell	Burlington
Mr. Edward "Lynn" Raye	Marshville
Mr. La'Quon A. Rogers	Greenville
Dr. Darrell Saunders	Archdale
Mr. Scott Shook	Greenville
Mr. Jerry Vaughan	Charlotte
Ms. Ann H. Whitford	Morehead City
Dr. Candler Willis	Zirconia
Mr. James J. Woody, Jr.	Roxboro

Local Board of Trustees

Mr. John R. Babb	Wilmington
Mr. Louis A. Burney, Jr.	Wilmington
Ms. Ann M. David	Wilmington
Mr. Alexander D. Guy	Surf City
Mr. Jason C. Harris	Wilmington
Mr. Samuel R. Ibrahim	Wilmington
Dr. Charles R. Kays	Wilmington
Mr. John F. Melia	Wilmington
Mr. David L. Ray	Wilmington
Ms. Mary Lyons Rouse	Wilmington
Mr. William R. Turner, Jr.	Wilmington
Mr. Mat F. White	Wilmington
The Honorable Woody White	Wilmington
President, Student Government Association CFCC	

Mission Statement
for the North Carolina Community College System

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.

- Support for economic development through services to and in partnership with business and industry.

- Services to communities and individuals, which improve the quality of life.

Adopted by the State Board of Community Colleges, October 1993; revised March 1994, April 1994; reaffirmed January 1998; revised and adopted June 1998; revised and adopted September 2006.

Mission Statement
for Cape Fear Community College

Cape Fear Community College is an open door, multi-campus, comprehensive community college that strengthens the academic, economic, social and cultural life of the citizens of New Hanover and Pender counties.

As a member of the North Carolina Community College System, Cape Fear Community College fully supports the system mission and fulfills its purposes by:

- Focusing on vocational, technical, pre-baccalaureate, literacy education, and continuing education programs and services;
- Recruiting, enrolling, advising and retaining a diverse student body;
- Recruiting, retaining and developing a highly qualified and diverse faculty and staff who are dedicated to quality education and service to the College and the community;
- Evaluating existing programs and implementing new curricula and instructional strategies to serve the changing needs of the service area;
- Providing support services that help students succeed;
- Enhancing student life through clubs, cultural activities, leadership opportunities, and athletics; and
- Interacting and cooperating with others to encourage, promote and facilitate economic and community development.

Approved by the CFCC Board of Trustees, March 23, 1995; revised January 18, 1996; revised November 19, 2003; reaffirmed January 26, 2006; reaffirmed September 10, 2010.

Cape Fear Community College
Vision Statement

"Cape Fear Community College: Building a future-oriented world-class workforce and a community of lifelong learners in partnership with regional businesses and agencies. Imagine the possibilities!"

Approved by the CFCC Board of Trustees, March 26, 1998.

About the College

Cape Fear Community College is a comprehensive community college that offers education and training services through numerous (1) **TECHNICAL/VOCATIONAL CURRICULA** in such broad areas as health care, business, engineering technologies, computer sciences, architecture/construction/ interior design, law enforcement and numerous other fields, (2) **COLLEGE TRANSFER/UNIVERSITY PARALLEL** studies in the freshman and sophomore years of baccalaureate programs, and (3) a host of **CONTINUING EDUCATION** programs that can be broadly clustered into such categories as Basic Skills (including Adult High School and GED, among other programs), Occupational Extension (custom-designed training related directly to the in-service training needs of various professions), and Community Services/Self-Supporting classes that may include a wide range of avocational interests.

The core of the College's mission is world-class workforce development.

CFCC is one of fifty-eight institutions comprising the North Carolina Community College System. The North Carolina Community College System and its constituent institutions operate in accord with legislation enacted by the North Carolina General Assembly and as contained in Chapter 115D of the North Carolina General Statutes. Governance of Cape Fear Community College is further defined by policies, rules, and procedures as promulgated in accord with state and federal laws by the North Carolina State Board of Community Colleges, the Cape Fear Community College Board of Trustees, and College officials.

Cape Fear Community College's official service area includes New Hanover and Pender counties. CFCC's Wilmington campus is located in downtown Wilmington and the North Campus is located in Castle Hayne. CFCC offers classes at the Burgaw Center and at the Surf City Community Center in Pender County. Several CFCC technical and vocational programs are unique to southeastern North Carolina and to the state as a whole, and the College therefore serves as a regional provider of workforce training. The number of different students annually enrolling at the College typically exceeds 27,000.

Calendar 2015-2016

Fall Semester 2015

Final Registration Day	August 18, 2015
Fall In-Service	August 19, 2015
Schedule Adjustment Day	August 20, 2015
Classes Begin	August 21, 2015
Saturday Classes Begin	August 22, 2015
Last Day for a Tuition Refund (75%)	September 1, 2015
Grade of "W" begins (Instructor Sign. Required)	September 2, 2015 – November 2, 2015
Labor Day – College Closed	September 7, 2015
Fall Break (No classes – faculty/students)	October 2, 2015
Riverfest – College Closed	October 3, 2015
No Classes – College Open	October 20-21, 2015
Advisement Period for Spring, currently enrolled students only	October 26-November 6, 2015
Web registration begins	
Voc./Tech	October 26, 2015
College Transfer	November 2, 2015
Special Credit	November 9, 2015
Saturday Classes End	October 31, 2015
Withdrawal permitted only under extenuating circumstances	November 3 – December 10, 2015
Last Day to File Intent to Graduate for Fall	November 6, 2015
No Course Withdrawal permitted	December 11, 2015
Thanksgiving Holiday	
No Classes – College Closed	November 26-28, 2015
Classes End	December 18, 2015
Christmas Holiday – College Closed	December 24-28, 2015
New Years Holiday	
College Closed	December 31, 2015 – January 1, 2016

Refund of Tuition
100% through August 20, 2015
75% through September 1, 2015
None Thereafter

1st Mini Session-Fall Semester

Final Registration Day	August 18, 2015
Fall In-Service	August 19, 2015
Schedule Adjustment Day	August 20, 2015
Classes Begin	August 21, 2015
Last Day for a Tuition Refund (75%)	August 26, 2015
Grade of "W" begins (Instructor Sign. Required)	August 27 – September 24, 2015
Labor Day – College Closed	September 7, 2015
Withdrawal permitted only under extenuating circumstances	September 25 – October 9, 2015
Fall Break (No classes – faculty/students)	October 2-3, 2015
No Course Withdrawal Permitted	October 12, 2015
Classes End	October 19, 2015

Refund of Tuition
100% through August 20, 2015
75% through August 26, 2015
None Thereafter

2nd Mini Session-Fall Semester

Final Registration Day	October 21, 2015
Classes Begin	October 22, 2015
Last Day for a Tuition Refund (75%)	October 27, 2015
Grade of "W" begins (Instructor Sign. Required)	October 28 – November 24, 2015
Withdrawal permitted only under extenuating circumstances	November 25, 2015
Last day to file Intent to Graduate for Fall	November 6, 2015
Thanksgiving Holiday	
No Classes – College Closed	November 26-28, 2015
No Course Withdrawal Permitted	December 11, 2015
Classes End	December 18, 2015

Refund of Tuition
100% through October 21, 2015
75% through October 27, 2015
None Thereafter

Spring Semester 2016

Final Registration Day	January 5, 2016
Schedule Adjustment Day	January 6, 2016
Classes Begin	January 7, 2016
Saturday Classes Begin	January 9, 2016
Martin Luther King Day – College Closed	January 18, 2016
No Classes – College Open	January 19, 2016
Last Day for a Tuition Refund (75%)	January 20, 2016
Grade of "W" begins (Instructor Sign. Required)	January 21 – March 23, 2016
Spring Break – No Classes – College Open	March 5-11, 2016
Saturday Classes End	March 19, 2016
Last Day to File Intent to Graduate for Spring	March 18, 2016
Withdrawal permitted only under extenuating circumstances	March 24, 2016
Easter Break – College Closed	March 25-26, 2016
Azalea Festival – No Classes – College Open	April 7-8, 2016
Azalea Festival – College Closed	April 9, 2016
Advisement Period for Summer/Fall, currently enrolled students only	April 11-22, 2016
Web registration begins	
Voc./Tech	April 11, 2016
College Transfer	April 18, 2016
Special Credit	April 25, 2016
No course withdrawal permitted	May 4, 2016
Classes End	May 11, 2016
Commencement	May 13, 2016

Refund of Tuition
100% through January 6, 2016
75% through January 20, 2016
None Thereafter

1st Mini Session-Spring Semester

Final Registration Day	January 5, 2016
Schedule Adjustment Day	January 6, 2016
Classes Begin	January 7, 2016
Last Day for a Tuition Refund (75%)	January 12, 2016
Grade of "W" begins (Instructor Sign. Required)	January 13 – February 11, 2016
Martin Luther King Day – College Closed	January 18, 2016
No Classes – College Open	January 19, 2016
Withdrawal permitted only under extenuating circumstances	February 12-25, 2016
No course withdrawal permitted	February 26-March 4, 2016
Classes End	March 4, 2016

Refund of Tuition
100% through January 6, 2016
75% through January 12, 2016
None Thereafter

2nd Mini Session-Spring Semester

Final Registration Day	March 11, 2016
Classes Begin	March 14, 2016
Last Day for a Tuition Refund (75%)	March 17, 2016
Grade of "W" begins (Instructor Sign. Required)	March 18-April 19, 2016
Easter Break – No Classes – College Closed	March 25-26, 2016
Azalea Festival – No Classes – College Open	April 7-8, 2016
Azalea Festival – College Closed	April 9, 2016
Withdrawal permitted only under extenuating circumstances	April 20 – May 3, 2016
No Course Withdrawal permitted	May 4, 2016
Classes End	May 11, 2016
Commencement	May 13, 2016

Refund of Tuition
100% through March 13, 2016
75% through March 17, 2016
None Thereafter

Summer Semester 2016

Final Registration/Schedule Adjustment Day	May 20, 2016
Classes Begin	May 23, 2016
Memorial Day – College Closed	May 30, 2016
Last Day for a Tuition Refund (75%)	May 27, 2016
Grade of "W" begins (Instructor Sign. Required)	May 31-July 6, 2016
Last Day to File Intent to Graduate for Summer	June 16, 2016
4th of July Holiday – College Closed	July 4, 2016
Summer Break – No Classes – College Open	July 5, 2016
Withdrawal permitted only under extenuating circumstances	July 7-26, 2016
No Course withdrawal permitted	July 27, 2016
Classes End	August 3, 2016
Commencement	August 5, 2016

Refund of Tuition
100% through May 22, 2016
75% through May 27, 2016
None Thereafter

1st Mini Session - Summer Semester

Final Registration/Schedule Adjustment Day	May 20, 2016
Classes Begin	May 23, 2016
Memorial Day – College Closed	May 30, 2016
Last Day for a Tuition Refund (75%)	May 25, 2016
Grade of "W" begins (Instructor Sign. Required)	May 26-June 13, 2016
Withdrawal permitted only under extenuating circumstances	June 14-17, 2016
No Course Withdrawal permitted	June 20, 2016
Classes End	June 27, 2016
Commencement	August 5, 2016

Refund of Tuition
100% through May 22, 2016
75% through May 25, 2016
None Thereafter

2nd Mini Session - Summer Semester

Final Registration Day	June 27, 2016
Classes Begin	June 28, 2016
Last Day for a Tuition Refund (75%)	June 30, 2016
Grade of "W" begins (Instructor Sign. Required)	July 1-20, 2016
4th of July Holiday – College Closed	July 4, 2016
Summer Break – No Classes – College Open	July 5, 2016
Withdrawal permitted only under extenuating circumstances	July 21-26, 2016
No Course Withdrawal permitted	July 27, 2016
Classes End	August 3, 2016
Commencement	August 5, 2016

Refund of Tuition
100% through June 27, 2016
75% through June 30, 2016
None Thereafter

Admissions

CFCC operates under an "open door" policy. This means that the College offers instruction to all adults. So if you are 18 years of age or older, or if you have a high school diploma or equivalent, and can benefit from courses and programs offered by our College, WE WELCOME YOU. While CFCC advises all students to seek a high school diploma or equivalent, admission to certain certificate programs may be granted without prior completion of a diploma or GED®. In addition, admission to the college does not mean that students will be admitted immediately to a program with specified admissions requirements.

Admission to degree, diploma, and certain certificate programs has additional requirements including high school graduation, official transcripts, placement testing, and medical examinations. Contact the Admissions Office for specific program requirements.

The College reserves the right to refuse admission or readmission to any applicant during any period of time that the student is suspended or expelled from any other educational entity. 23 SBCCC 02C.0301 (d).

The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. 23 SBCCC 02C.0301 (e) and (f).

Applicants who are refused admission have the right to an appeal. To initiate such an appeal, the applicant must submit a written appeal to the Vice President for Student Services within five (5) calendar days after being notified of the refusal to admit. The Vice President for Student Services will present the appeal to the Judicial Board within (5) calendar days of receipt of the written appeal. If the student wishes to appear before the Judicial Board, the request must be included in the written appeal. The Vice President for Student Services will notify the applicant of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

Admission as a Non-Degree Seeking Student

Students who do not wish to enter degree or diploma programs may enter CFCC as "special credit" students. Students admitted as special credit students may carry only a part-time course load and must have their registration cards approved by a counselor. Special credit students must meet course prerequisites including Placement testing. Admission as a special credit student does not constitute admission to any curriculum program. Special credit students may attempt no more than 18 credit hours without meeting admissions requirements. Students who exceed this number will not be permitted to register until admissions requirements are met. Students who enter a curriculum program from special credit status, veterans, and Financial Aid recipients must meet all admissions requirements prior to time of registration. Exceptions are programs which do not culminate in a degree, diploma or certificate. Admissions requirements do not apply to these programs.
http://cfcc.edu/admissions/non-traditional-admissions/

Selective Admission/Health Science Programs

Students applying for admission to health science programs must meet general college admission requirements as well as specific program requirements. Each of the selective admission programs requires that applicants be a high school graduate or have a High School Equivalency, meet the minimum placement test scores required for the specific curriculum program and complete the program application process by the deadline established for that particular program. Prior college course completion with a grade of "C" or better in English and math could eliminate the placement test requirement. Students will need to consult with counselors.

Certain CFCC academic programs have additional entrance requirements beyond general admissions to the College. Selective admission programs at the College include: Associate Degree Nursing, Cardiovascular Sonography, Dental Assisting, Dental Hygiene, Nursing Transition, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Practical Nursing, Radiography, Regionally Increasing Baccalaureate Nursing (RIBN), Sonography, and Surgical Technology.

Students may visit the Counseling Office for specific program requirements and applications or visit our website at http://cfcc.edu/studentservices/health/

Admission of Transfer Students

1. Transfer students must complete CFCC's admission requirements (see General Admission Process). Official transcripts of undergraduate coursework from regionally accredited institutions are required for transfer credit, eligibility for veterans' benefits, placement testing waivers, and health science applicants. Graduate and post-graduate level transcripts are not required. Transcripts should be sent immediately after applying to the College but no later than 2 weeks prior to registration.

2. Only courses with a grade of "C" or better can be transferred from other institutions to CFCC.

   a. CFCC will accept courses completed with a grade of "C" or above.

   b. Credits are transferable from regionally accredited two and four year institutions within the United States. Courses are transferred that compare in content, quality and credit hours to those offered at CFCC.

   c. Transcripts of course work completed at a college or university located outside of the United States must be accompanied by (1) a certified English translation and course evaluation (2) course descriptions if transfer credit is needed. Contact the Director of Enrollment Management for acceptable translation and evaluation agencies.

d. Credit for Military Experience--Veteran applicants should submit an official military transcript to the College in order to request credit for previous military experience and training. The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide To The Evaluation Of Educational Experiences In The Armed Services. Credit recommended must be consistent with the requirements and objectives of an academic program in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Cape Fear Community College makes no guarantee of such transfer.

3. Some courses that depend heavily on technology, speed and accuracy, physical skills, and/or language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

4. Credits transferred from other institutions will be noted on the student's CFCC transcript. Grades achieved at other institutions will not be used in the grade point average computation at CFCC.

5. Credit gained through advanced placement testing will require official transcripts from the testing agency.

6. Experiential learning, proficiency testing, and work based learning experience will not be transferred as course work to CFCC.

7. Students should submit official copies of all transcripts two weeks prior to registration so that evaluation of transfer credit can be completed. Transfer credit for those transcripts received during the registration process will be completed by the end of the first academic session of enrollment. Faxed transcripts are not acceptable.

8. To receive a degree, diploma or certificate from CFCC, transfer students must complete at least 25 percent of program requirements at CFCC.

Re-Admission of Curriculum Students

Students (including CFCC graduates) returning to CFCC who have not been enrolled for a minimum of 3 years must submit a new Admissions Application. Students must also meet the admissions requirements for the current program of study including evaluation of all coursework earned at CFCC and other institutions.

Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

Admission of Transient Students

Transient students are those who are admitted and enrolled in another college or university and wish to enroll in CFCC as a full-time student for one academic session.

Transient students must:
- Submit a completed CFCC Admission Application.
- Submit written permission from their home institution to enroll in CFCC.
- Provide verification of completion of applicable prerequisites prior to enrolling in CFCC courses.

Provisional Admission

Provisional admittance is granted during Final Registration Day only. Students whose official high school transcripts have not been received by the Admissions Office at the time of registration may be admitted provisionally. All admissions requirements must be met within thirty (30) calendar days from the first day of the academic session. Those students who do not meet admissions requirements within thirty (30) calendar days may be dropped from courses, and financial aid benefits may also be jeopardized. Students will not be allowed to register for upcoming semesters until all admission requirements are met. Students must take the placement test prior to registration to meet course prerequisites.

NOTE: Official post-secondary transcripts are required; faxed transcripts are not acceptable.

Special Credit - Lifelong Learners

Students who have no desire or intention to work toward a degree, diploma, or certificate and wish to take classes for personal development, enrichment, or simply for the joy of learning may enroll as a Lifelong Learner. To be admitted as a Lifelong Learner, the student need only submit a completed college application for admission. Students admitted as Lifelong Learners may carry only a part-time course load and must have their registration approved by a counselor. Lifelong Learners must meet and verify course prerequisites including placement testing. Official post-secondary transcripts are required; faxed transcripts are not acceptable. Admission as a Lifelong Learner does not constitute admission to any curriculum program. A Lifelong Learner who wishes to be reclassified as a regular student must complete admission requirements as outlined in the General Admissions Process in this catalog. Lifelong Learners are not eligible to receive financial aid or Veteran's benefits.

The North Carolina Career and College Promise: College Opportunities for High School Students

The Career and College Promise Program allows qualifying high school students the opportunity to enroll in college classes in order to earn both high school and college credit upon successful completion of CFCC courses. This program offers the following pathways:

- Career and Technical Education Pathway
- College Transfer Pathway
- Cooperative Innovative High School Pathway (or Early College High School)

The Career Technical Education Pathway allows high school students the opportunity to enroll in a CFCC Certificate that aligns with their high school career cluster programs. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses or have the approval of the high school principal or designee;
- Meet all program prerequisites.

The College Transfer Pathway allows high school juniors and seniors the opportunity to complete some of the core general education classes required during the first two years of a four-year degree. To be accepted to this program, students must meet the following criteria:

- Be a high school junior or senior;
- Have a weighted GPA of 3.0 on high school courses;
- Demonstrate college readiness in English, Reading, and Math on an assessment or placement test such as the PLAN, PSAT, SAT, ACT, or Accuplacer Exam.
- Meet all program prerequisites.

The Cooperative Innovative Pathway or Early College High School allows students the opportunity to earn a high school diploma and up to two years of college credit within five years. CFCC partners with New Hanover County Schools and Pender County Schools to host two early college high schools. Pender Early College High School (PECHS) and Wilmington Early College High School (WECHS) are high schools located on the campuses of CFCC. Both early colleges enroll rising ninth-graders each year. Students must have the desire to attend a smaller school with high expectations for academics and behavior. Admission to the program is granted by each respective school system.

For more information on college courses available to qualifying high school students, visit our website at http://www.cfcc.edu/ccp. .

Admission of Out-of-State Students

Out-of-state students are admitted under the same admissions requirements as residents of North Carolina. Residency classification for out-of-state students will be determined at the time of admissions according to the laws of the State of North Carolina. General Statute 116-143.1 specifically states that to qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Furthermore, a person must establish that his or her presence in the state currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education. Consequently, the fact that a person has resided in the state for 12 months does not in itself constitute in-state residency. Special rules and circumstances may affect the assessment of domicile for minors, married persons, active members of the armed forces and their dependents, aliens, federal personnel and prisoners. Exceptions are also made for families transferred by business within the past 12 months (up to 1% of total out-of-state students), students with employer-paid tuition, lawfully admitted public high school graduates, non-profit corporation sponsorships, and emergency workers.

Applicants wishing additional information about the laws of North Carolina governing residency classification for students should contact the Director of Enrollment Management's office where copies of the law are maintained or log on to www.ncleg.net for NC General Statutes.

Residency Appeal

If a student wishes to appeal the residency classification, he/she must submit a Residence and Tuition Status Application (available in the Student Services Offices and the College's website) to the Office of the Director of Enrollment Management. It is the student's responsibility to provide the College with the necessary information to prove in-state status. Residence and Tuition Status Applications must be submitted within the first ten (10) days of the semester in which the student is appealing the out-of-state status. Legal documentation supporting a student's claim for in-state status must be attached at the time the application is submitted. Examples include NC State tax return, voter registration, vehicle registration, personal property taxes, driver's license/State I.D. etc. If the student chooses to appeal the classification assigned by the Director of Enrollment Management's Office, he/she may appeal to the State level by filing a written appeal to the Director of Enrollment Management within ten (10) days following the Enrollment Office's decision (electronic submissions are not acceptable). This appeal must include a statement of intent and grounds for appeal. The decision of the State Appeals' Committee is final.

Admission of International Students

Cape Fear Community College does not issue the necessary documents to obtain the F, J, or M student visas. Other visas may be acceptable for admission. Contact the Director of Enrollment Management for further information.

General Admissions Process

New students should complete all admission requirements at least two weeks prior to registration.

1. **APPLICATION** An application for admission must be submitted prior to placement testing and registration. Applications may be submitted online at www.cfcc.edu. Valid email addresses are required for electronic applications.

2. OFFICIAL HIGH SCHOOL OR EQUIVALENT TRANSCRIPT

An official high school or equivalent transcript from an accredited institution recognized by the Department of Education which indicates the date of graduation must be submitted to CFCC. Official transcripts are those received either by mail or by hand-delivery to CFCC in the original, sealed envelope from the awarding institution or agency. Home schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

3. OFFICIAL COLLEGE TRANSCRIPT(S) Official college transcripts from all regionally accredited institutions of higher education previously attended must be submitted to CFCC for transfer credit, eligibility for veterans' benefits, placement testing waivers, and health science applicants.

4. PLACEMENT TESTING All applicants to degree, diploma and certain certificate programs are required to have valid placement test scores on file prior to acceptance at CFCC. (There is no charge for the placement assessment). All or parts of the placement assessment requirement may be waived upon receipt of official transcripts if the applicant:

- has satisfactorily completed college level English and/or Mathematics course above the developmental level, or
- has made the following minimum scores within the last five years on the Scholastic Aptitude Test(SAT): Writing 500 OR Critical Reading 500 and SAT Math 500: American College Testing (ACT)-Reading 22 OR English 18 and ACT Math 22 and has submitted official SAT or ACT transcripts to the Admissions Office, or
- has achieved CFCC's cut-off scores for desired curriculum program by submitting official ASSET, COMPASS or Accuplacer scores taken within the last five years, or
- has earned developmental course credit, with a "C" or better, at a school in the North Carolina Community College System. Students will need to consult with counselors. Students and prospective students may take the placement test twice (2 times) in twelve (12) consecutive months (one initial test and one retest).

5. MEDICAL EXAMINATIONS A medical history is required for specific program admission or completion. Students are notified of this requirement as applicable to their programs of study. Selected programs within the college may require drug screening prior to final acceptance into the program. Contact Counseling for further information.

Services To Students

Where to Go for What

Absences	Instructor
Academic Advising	Assigned Faculty Advisor
Academic Honors	Catalog/Registrar
Academic Probation	Catalog/Counselors
Accessibility Issues	Disability Support Services
Admissions	Student Services
Address Change	Student Services
Advanced Placement	Counseling
Athletics	Student Services
Attendance	Instructor
Books/Supplies	Campus Bookstore
Bulletin Boards	Student Services
CFCC online Portal/WebAdvisor	Student Help Desk
Career Counseling	Career and Testing
Change Program/Major	Counseling
Clubs and Organizations	Student Activities
Course Selection	Advisor/Counselor
Drop a Course	Instructor/Student Services
Emergencies	Student Services
Fees	Business Office
Financial Aid	Financial Aid Office
First Aid	Labs/Student Services
General Interest Courses	Continuing Education
Grading System	Catalog/ Registrar
Insurance	Business Office
Job Placement	Career and Testing
Lost & Found	Switchboard Operator
Parking Permits/Regulations	Business Office
Personal Counseling	Counseling
Registration	Student Services
ID Card	Business Office, Wilmington Campus Library, North Campus
Testing	Career and Testing
Transcripts	Student Services
Transfer Counseling	Advisors/Counseling
Transfer Student Planning	Academic Advising Center
Tutoring	Learning Lab
Veterans	Financial Aid/Veteran's Center
Withdrawal from a Course	Registrar

Campus Visits

Cape Fear Community College encourages prospective students and parents to visit the campus and tour our facilities. Guided tours may be scheduled Monday through Friday when classes are in session. Appointments are necessary to ensure that appropriate staff will be available to answer questions. Information pertaining to academic programs, student services, and the admissions/registration processes will be presented during the tour. Tour dates and times are available on the College's website at www.cfcc.edu.

Orientation

The Student Services Department offers orientation programs prior to the start of the Spring and Fall semesters to acquaint new students to the College, its facilities, resources, services, activities, organizations and policies. Students accepted to the College will be invited to attend orientation. An online orientation program is also available on the College's website at www.cfcc.edu for online learners and summer sessions.

All new students are required to take advantage of these programs to maximize their opportunities at CFCC.

myCFCC

myCFCC is a web-based portal that links all aspects of campus life to create a community environment. It provides services such as e-mail, campus announcements, message boards, calendars, and discussion groups. Accounts are created upon acceptance to the College. Students are encouraged to check myCFCC on a regular basis to receive important college information. A link to myCFCC is on the College's website at www.cfcc.edu.

WebAdvisor

WebAdvisor is another web-based portal that gives students access to class schedules, on-line registration, grades, address changes, and graduation progress. A link to WebAdvisor is on the College's website at www.cfcc.edu.

Counseling

Confidential academic, personal, and career counseling services are provided on an ongoing basis to all students. The counseling staff is available Monday through Friday on both campuses. Please refer to our website for specific hours based on campus location. Summer hours may vary. Students are seen on a walk-in basis or appointments may be made by calling (910) 362-7017 (Wilmington Campus) or (910) 362-7523 (North Campus).

The professional counseling staff is experienced in assisting students in developing skills and attitudes needed to deal effectively with their academic environment.

Students who are uncertain in selecting their major course of study or who are experiencing academic difficulty are encouraged to seek the assistance of a counselor. Students with personal concerns that may interfere with their academic success are also urged to seek guidance from the counseling staff.

When appropriate, the counseling staff may make (with the student's permission) referrals to community resources/agencies.

Academic Advising Center

The Academic Advising Center provides supplemental advising support to students and their assigned faculty advisors. The center is located on the second floor of the Wilmington Campus' Union Station (entered through U-246). Please refer to the center's website for scheduling information. Students may meet with an academic advisor and use the center's computers for web registration and academic planning.

All students are assigned a faculty advisor based on their major. The faculty advisors assist students in selecting and scheduling appropriate classes to fulfill program requirements. The Academic Advising Center serves as an additional resource for students who have registration issues or advising questions that the faculty advisor cannot resolve. New students who complete the online orientation rather than attending the on-campus orientation may use the center for advising and registration guidance. Additionally, college transfer students are encouraged to visit the center for help in developing a transfer plan to a 4-year college or university. During registration, this transfer plan will assist the student and faculty advisor in selecting courses that will help the student meet admission and program requirements at the 4-year school.

Disability Support Services

Cape Fear Community College and all employees shall operate programs, activities, and services to ensure that no otherwise qualified individuals with disabilities shall be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any such program, activity, or service solely by reason of their disabilities. Disability Support Services provides numerous services that assist students in reaching their academic goals. Assistance may include services such as registration assistance, academic counseling, student advocacy, interpreters for the deaf or hard-of-hearing, academic aides, assistive technology and other reasonable accommodations. To be eligible for Disability Support Services, students must provide professional medical, psychological, and/or educational documentation of their disabilities, including associated functional limitations, to the Disability Support Services' staff. If classroom adaptations, interpreters, or academic aides are necessary to participate in class, advanced notice of 4 weeks is required to coordinate such services.

Career and Testing Services

Career counseling is available through the Office of Career and Testing Services. Students are assisted with career decision-making, employment trends, and educational requirements.

Job placement assistance is also available to students and graduates. Career Services provides on-line job listings through CFCC Career Connection. This on-line job bank gives students, graduates, and employers an opportunity to connect.

Placement Testing

All applicants to degree, diploma, and certain certificate programs are required to have valid placement test scores on file prior to being accepted at CFCC. The assessment is not an entrance examination. The primary purpose of placement examinations is to determine the individual's skill level and readiness. Assessment results will be used to determine the need, if any, for developmental placement. Faculty advisors will also use the results in planning students' programs and classes.

Placement assessments are administered in the following areas: English and Math. All placement scores are valid for five years from date of examination. An admission application must be submitted prior to testing to ensure that results are properly posted.

Accuplacer Test

The Accuplacer is an un-timed computer-based type assessment. The test is divided into two sections: English and Math. Currently there is no fee for the test.

Applicants/students need to bring a picture ID, and know their CFCC Student ID Number and CFCC's program of study. The testing room opens fifteen (15) minutes prior to testing. Parking for testers at the Wilmington Campus is available in the student parking lot located next to the Schwartz Center on North Front Street.

If alternative accommodations are necessary because of a diagnosed disability, requests for approval, assistance, and scheduling must be arranged through CFCC's Disability Support Services office (362-7800).

A schedule of dates/times of the Placement Tests can be obtained from CFCC's website: http://cfcc.edu/testing/.

Retest Policy

Applicants/students can take the placement test only twice in (12) twelve consecutive months. It is recommended that a student retest after successfully completing a developmental course in the subject area.

High School Equivalency Exam Testing

The General Education Development (GED®) diploma is administered at CFCC. Testing is administered via the computer. See Basic Skills Division.

Placement Test Advising Guide

Applicants entering vocational/technical and college transfer courses must begin their English sequence with the course corresponding to their score levels on the following placement tests.

ENGLISH PLACEMENT

Testing is not required with
SAT Reading 500 or Writing 500
OR
ACT Reading 22 or English 18
OR
Transfer credit of ENG 111 or its equivalent with a grade of "C" or better.

Register for your English class based on the guide below.

PLACEMENT	**NCDAP ENGLISH (DRE Composite Score)**	**ACCUPLACER** Reading + Sentence Skills	**COMPASS** Reading + Writing
Basic Skills	100-103	40-71	0-63
DRE096	104-116	72-91	64-84
DRE097	117-135	92-128	85-111
DRE098	136-150	129-165	112-150
ENG111	151 and higher	166 and higher	151 and higher

MATH PLACEMENT

Testing not required with **SAT Math 500 or ACT Math 22** or credit for the appropriate college math required for your major.

Math Modules	**Scores Ranges**	
DMA-010 Operations with Integers	1 = Basic Skills	
DMA-010 Operations with Integers	2-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-020 Fractions and Decimals	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-030 Proportions/Ratios/Rates/Percents	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-040 Expressions/Linear Equations/Inequalities	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-050 Graphs/Equations of Lines	1-6 = DMA IS needed	7-12 = DMA is NOT needed
DMA-060 Polynomials/Quadratic Applications	1-6 = DMA IS needed	7-12 = DMA is NOT needed

(A score of 7 or higher on DMA-060 will also award credits for DMA-065, DMA-070 and DMA-080)

MAT-110 = A score of 7 on DMA-010 through DMA-030 Needed
MAT-141 = A score of 7 on DMA-010 through DMA-040 Needed
MAT-143 & MAT-152 = 7 on DMA-010 through DMA-050 Needed
MAT-121 = A score of 7 on DMA-010 through DMA-060 Needed
MAT-171 = A score of 7 on DMA-010 through DMA-080 Needed

Math Courses for Registration

DMS-001 = If you need 1 DMA (Excluding DMA-050, 060, 070, 080 or 065)
DMS-002 = If you need 2 or more DMA's (Excluding DMA-050, 060, 070, 080 or 065)
DMA-050 = If you need DMA-050
DMA-060 = If you need DMA-060
DMA-065 = If you need DMA-060 through DMA-080

Register for the maximum number of credits in each semester until you have successfully completed all of the DMA courses that are required on your Program Evaluation.

All scores are valid for 5 years.

Retention and Graduation Rate Information

Anyone wishing to obtain information about first-time students' rate of persistence and/or graduation rates should contact the Office of the Director of Enrollment Management.

Cape Fear Community College measures and reports retention, graduation and transfer rates, along with seven other institutional performance standards, on an annual basis and in accordance with definitions and standards established by the North Carolina State Board of Community Colleges. Establishment of these common performance measures of institutional effectiveness, along with definitions and standards for each, are the result of a mandate by the N.C. General Assembly to review past performance and define standards of performance to ensure quality and effectiveness of programs and services in all of the 58 community colleges. Please refer to page "vi" of this catalog for CFCC's performance report on these measures. Historical data and additional details may be viewed at http://cfcc.edu/ie/.

Developmental Studies

To help insure student success, the college offers developmental courses to students who need help in the basic skills: mathematics, reading, and writing. These courses are required for those students who have been identified by Career and Testing as needing enhancement in these skills.

Developmental courses count toward registered credits as it applies to financial aid, veterans benefits, and enrollment status. Developmental courses do not count attempted or earned hours, nor do they count in a student's academic GPA. All developmental courses are given grades of PA, PB, PC, or R (Repeat).

CFCC will recognize developmental courses completed with an equivalent grade of "C" or above at other North Carolina accredited institutions. Counselors will mail students a transfer credit slip following an evaluation of the coursework. The transfer evaluation will be used for class placement by the advisor.

Below is a selected list of transferable courses for students who are deficient in reading (a CPT score less than 80). Some courses have additional prerequisites and corequisites (listed within parentheses), and students must comply with them. Reminder: Students may also take math courses if they (students) comply with the prerequisites and the corequisites.

List of Transfer Courses for Students Who Are Not Proficient in Reading

(CPT scores in Reading less than 80)

Course Prefix & Number (Pre-/Co-requisites)	Course Title	Credit Hours
ACA 122	College Transfer Success	1
ART 111	Art Appreciation	3
ART 121	Two Dimensional Design	3
ART 122 (Prerequisite: ART 121)	Three Dimensional Design	3
ART 131	Drawing I	3
ART 132 (Prerequisite: ART 131)	Drawing II	3
ART 171 (Prerequisite: ART 131)	Computer Art I	3
ART 212	Gallery Assistantship I	1
ART 214	Portfolio and Resume	1
ART 231	Printmaking I	3
ART 232 (Prerequisite: ART 231)	Printmaking II	3
ART 240 (Prerequisite: ART 131)	Painting I	3
ART 241 (Prerequisite: ART 240)	Painting II	3
ART 245	Metals I	3
ART 246 (Prerequisite: ART 245)	Metals II	3
ART 247	Jewelry I	3
ART 248 (Prerequisite: ART 247)	Jewelry II	3
ART 250	Surface Design: Textiles	3
ART 251	Weaving I	3
ART 252 (Prerequisite: ART 251)	Weaving II	3
ART 261	Photography I	3
ART 262 (Prerequisite: ART 261)	Photography II	3
ART 264	Digital Photography I	3
ART 265 (Prerequisite: ART 264)	Digital Photography II	3
ART 266	Videography I	3
ART 267 (Prerequisite: ART 266)	Videography II	3
ART 271 (Prerequisite: ART 171)	Computer Art II	3
ART 281	Sculpture I	3
ART 282 (Prerequisite: ART 281)	Sculpture II	3

ART 283	Ceramics I	3
ART 284 (Prerequisite: ART 283)	Ceramics II	3
ART 285 (Prerequisites: ART 284)	Ceramics III	3
ART 286 (Prerequisites: ART 285)	Ceramics IV	3
COM 111	Voice and Diction I	3
COM 160	Small Group Communication	3
COM 251	Debate I	3
COM 252 (Prerequisite: COM 251)	Debate II	3
CTS 115	Info Sys Business Concept	3
DRA 111	Theatre Appreciation	3
DRA 120	Voice for Performance	3
DRA 126	Storytelling	3
DRA 128	Children's Theatre	3
DRA 130	Acting I	3
DRA 131 (Prerequisite: DRA 130)	Acting II	3
DRA 135	Acting for the Camera I	3
DRA 136 (Prerequisite: DRA 135)	Acting for the Camera II	3
DRA 140	Stagecraft I	3
DRA 141 (Prerequisite: DRA 140)	Stagecraft II	3
DRA 142	Costuming	3
DRA 145	Stage Make-up	2
DRA 147 (Prerequisite: DRA 140)	Sound Technology	3
DRA 170	Play Production I	3
DRA 171 (Prerequisite: DRA 170)	Play Production II	3
DRA 175	Teleplay Production I	3
DRA 176 (Prerequisite: DRA 175)	Teleplay Production II	3
DRA 230 (Prerequisite: DRA 131)	Acting III	3
DRA 231 (Prerequisite: DRA 230)	Acting IV	3
DRA 240	Lighting for the Theatre	3
DRA 260 (Prerequisite: DRA 130; Corequisite: DRA 140)	Directing	3
DRA 270 (Prerequisite: DRA 171)	Play Production III	3
DRA 271 (Prerequisite: DRA 270)	Play Production IV	3
DRA 275 (Prerequisite: DRA 176)	Teleplay Production III	3
DRA 276 (Prerequisite: DRA 176)	Teleplay Production IV	3
HUM 120	Cultural Studies	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 140	History of Architecture	3
HUM 150	American Women's Studies	3
HUM 170	The Holocaust	3
MUS 110	Music Appreciation	3
MAT 143 (Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098)	Quantitative Literacy	3
MAT 152 (Prerequisite: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098)	Statistical Methods I	4
MAT 171 (Prerequisite: MAT 121 or [DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080])	Precalculus Algebra	4
MAT 172 (Prerequisite: MAT 171)	Precalculus Trigonometry	3
MAT 263 (Prerequisite: MAT 171)	Brief Calculus	3
MAT 271 (Prerequisite: MAT 172)	Calculus I	4
MAT 272 (Prerequisite: MAT 271)	Calculus II	4
MAT 273 (Prerequisite: MAT 272)	Calculus II	4
MUS 111	Fundamentals of Music	3
MUS 112	Intro to Jazz	3
MUS 113	American Music	3

MUS 114	Non-Western Music	3
MUS 121	Music Theory I	4
MUS 122 (Prerequisite: MUS 121)	Music Theory II	4
MUS 123 (Prerequisite: MUS 111 or MUS 121)	Music Composition	1
MUS 131	Chorus I	1
MUS 132 (Prerequisite: MUS 131)	Chorus II	1
MUS 135	Jazz Ensemble I	1
MUS 136 (Prerequisite: MUS 135)	Jazz Ensemble II	1
MUS 137	Orchestra I	1
MUS 138 (Prerequisite: MUS 137)	Orchestra II	1
MUS 141	Ensemble I	1
MUS 142 (Prerequisite: MUS 141)	Ensemble II	1
MUS 151	Class Music I	1
MUS 152 (Prerequisite: MUS 151)	Class Music II	1
MUS 161	Applied Music I	2
MUS 162 (Prerequisite: MUS 161)	Applied Music II	2
MUS 175	Recording Techniques I	2
MUS 176 (Prerequisite: MUS 175)	Recording Techniques	2
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
MUS 214 (Prerequisite: MUS 111)	Electronic Music I	2
MUS 215 (Prerequisite: MUS 214)	Electronic Music II	2
MUS 221 (Prerequisite: MUS 122)	Music Theory III	4
MUS 222 (Prerequisite: MUS 221)	Music Theory IV	4
MUS 231 (Prerequisite: MUS 132)	Chorus III	1
MUS 232 (Prerequisite: MUS 231)	Chorus IV	1
MUS 235 (Prerequisite: MUS 136)	Jazz Ensemble III	1
MUS 236 (Prerequisite: MUS 235)	Jazz Ensemble IV	1
MUS 237 (Prerequisite: MUS 138)	Orchestra III	1
MUS 238 (Prerequisite: MUS 237)	Orchestra IV	1
MUS 241 (Prerequisite: MUS 142)	Ensemble III	1
MUS 242 (Prerequisite: MUS 241)	Ensemble IV	1
MUS 251 (Prerequisite: MUS 152)	Class Music III	1
MUS 252 (Prerequisite: MUS 251)	Class Music IV	1
MUS 253	Big Band	1
MUS 261 (Prerequisite: MUS 162)	Applied Music III	2
MUS 262 (Prerequisite: MUS 261)	Applied Music IV	2
MUS 271 (Prerequisite: MUS 122)	Music History I	3
MUS 272 (Prerequisite: MUS 271)	Music History II	3
PED 113	Aerobics I	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123 (Prerequisite: PED 122 or permission)	Yoga II	1
PED 125	Self-Defense Beginning	1
PED 128	Golf-Beginning	1
PED 129 (Prerequisite: PED 128)	Golf-Intermediate	1
PED 130	Tennis-Beginning	1
PED 131 (Prerequisite: PED 130)	Tennis-Intermediate	1
PED 143	Volleyball-Beginning	1
PED 145	Basketball-Beginning	1
PED 147	Soccer	1
PED 148	Softball	1
PED 149	Flag Football	1
PED 170	Backpacking	1
PED 210	Team Sports	1
SPA 141	Culture and Civilization	3

The Learning Lab

The Learning Lab provides free educational support and access to computers to promote student success and academic independence.

Masters-level and Bachelors-level facilitators along with experienced student tutors cater to individual learning styles to help students develop self-reliance and build self-esteem.

The Lab provides the following

Free tutorial assistance:

- in all CFCC curriculum courses (face-to-face as well as online), Adult Basic Skills, and GED/Adult High School readiness
- for supplemental Instruction that assists students in traditionally challenging courses through facilitated group sessions. These courses may include BIO, CHM, PHY, MSC, and other courses as needed

Drop-in help is available for the following:

- basic skills in reading, writing, and grammar
- all math classes from the basics to advanced calculus
- all science courses such as anatomy & physiology, biology, chemistry, physics
- Spanish language courses
- building stronger academic skills
- guidance and materials to prepare for the PSB Test for Health Science careers
- free access to over 100 computers for students to complete assignments and type papers
- assistance developing computer skills applicable to schoolwork and students' future careers

Additional services:

- Academic skills workshops on Time Management/ Study Skills, Note and Test Taking Skills, Plagiarism, and Resume and Cover Letter Writing

Learning Lab - Wilmington Campus

Computer Lab - Room L-218 • Health Sciences/Learning Resources Center

Math Lab - Room L-219 • Health Sciences/Learning Resources Center

Writing Center - Room L-218 • Health Sciences/Learning Resources Center

Science Lab - Room N-407 • Natural Sciences Building

Hours: Monday-Thursday from 8:00 a.m. to 8:45 p.m.
Friday from 8:00 a.m. to 5:00 p.m.
Saturday from 10:00 a.m. to 2:00 p.m.
(Hours are subject to change)

For more information about the Wilmington Campus Learning Lab or for summer hours, please call (910) 362-7476.

Learning Lab - North Campus

Room NA-113I • McKeithan Center

Hours: Monday-Thursday from 8:00 a.m. to 6:00 p.m.
Friday from 8:00 a.m. to 3:00 p.m.
Saturday-Closed
(Hours are subject to change)

For more information about the North Campus Learning Lab or for summer hours, please call (910) 362-7554.

Health Services

Cape Fear Community College does not maintain health facilities or medical services. The responsibility for medical services rests with the student. In the case of illness or injury on campus, Emergency Medical Services may be called to assist individuals.

First aid kits are available in labs and the Student Services office.

If a student is injured or becomes ill while on campus, the Student Services office should be contacted. Should illness or injury occur after 5:00 p.m., the Evening Coordinator should be contacted at 362-7100.

Learning Resource Centers (LRC)

The Learning Resource Centers include the libraries, TV studio, and Online Learning. The Wilmington Campus LRC is located on the second floor of the Health Sciences/LRC building. The North Campus LRC is located on the first floor of the McKeithan Center. Additional information about the LRC is available at our website: http://cfcc.edu/lrc/.

Library

The Wilmington and North Campus libraries provide resources, services, and instruction that directly contribute to student success. The libraries have approximately 54,000 books, 500 current print periodical subscriptions, and over 16,000 audiovisual items. A wide range of more than 100+ electronic resources, including NC LIVE, is accessible online through the libraries. These e-resources contain thousands of full-text articles from more than 16,000 newspapers, journals, magazines, and encyclopedias and access to 30,000+ ebooks. Students may use the libraries' 60 computers or their own computers to access these resources via the Internet. Students can also access the Surf CFCC wireless network from the libraries. A current CFCC ID is required to check out library materials. For individual reference or research assistance or to schedule an instruction session or tour for a class, contact the Reference Desk at (910) 362-7034 or via email: lrcref@cfcc.edu. Library staff and resources will assist you with reference questions, help you meet your course objectives, supplement classroom assignments, and enable you to pursue topics of interest.

TV Studio
The TV studio provides students with a laboratory setting for learning the tools and tasks needed to produce television content. The studio also produces programming for broadcast on The Learning Network and creates promotional videos highlighting CFCC students and programs.

Online Learning

Online Learning is dedicated to the evaluation, design, and implementation of high quality online education. Online Learning staff provide resources and services to assist students and faculty to be successful in online learning.

Continuing Education Services

The Continuing Education Division promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Non-credit classes and seminars offered will allow adults to achieve their full potential in our ever-changing world of knowledge and skills by preparing for employment to upgrade their skills or learn a new skill.

Human Resources Development Program

The Human Resources Development (HRD) program is designed for unemployed or underemployed individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and are free for those who qualify. See Corporate and Continuing Education Division for further details.

Basic Skills Division

The Basic Skills Division offers literacy classes for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills: All classes are free and are offered at convenient times and locations. Anyone under 18 years of age must have school and parental release forms. See Extended Services-Continuing Education Division for further details.

Registration Information

Registration is the term used for enrolling in classes. Advisors and counselors provide information which will assist students in choosing required classes, completing the registration form, securing a space in class and paying tuition fees.

Semester System

The academic year is divided into two semesters and summer sessions. The Fall and Spring semesters offers sixteen (16) weeks of instruction and two eight (8) week mini sessions. The Summer terms are provided either in a ten (10) week session or two five (5) week sessions. Consult the Schedule of Classes for specific scheduling information.

Semester Hour Credit

Each course listed in the catalog and class schedule is followed by a notation on the number of semester hours it earns. Normally, the number of semester hours earned is based on the number of class, laboratory or shop hours spent under the supervision of the course instructor per week for the semester. Usually one semester hour credit is given for each lecture hour of class per week, for each two hours of laboratory work per week, or for each three hours of shop or manipulative laboratory per week. (A class hour is usually defined as 50 minutes of instruction.) Exceptions may be made in cases where specific classification is not feasible.

Course Load

Students enrolled in the Fall and Spring semesters for 12 or more credit hours are designated as full-time students. Students taking 11 or fewer credits during a semester are considered part-time. Students enrolled in the Summer Session for 9 credit hours or more are designated as full-time students for insurance purposes. Students receiving Financial Aid benefits must be enrolled for 12 or more credit hours each semester to receive full benefits. Veteran's benefits for the Summer-full time is seven hours (7) hours for the 10 week session or four (4) hours each five week session. Students who are placed on academic probation or suspension may be required to take a reduced course load.

Maximum course loads for which students may enroll are as follows:

- Fall and/or Spring Semester(s) - Eighteen (18) credit hours except when program requirements determine otherwise.
- Summer Term - Thirteen (13) credit hours except when program requirements determine otherwise.

Any exception must be approved by the Vice President for Student Services.

Procedures for Registering for Classes

(General Registration)

Step 1. Advisement & Scheduling - Faculty advise students concerning course schedule and sign registration cards.

Step 2. Schedule Input - Student searches and registers for classes using WebAdvisor.

Step 3. Schedule and Tuition: Student prints schedule grid and tuition bill using WebAdvisor.

Step 4. Payment of Tuition Fees - WebAdvisor or Business Office - All students pay tuition and fees.

Note: Students receiving Financial Aid, Veterans benefits or financial sponsorship must complete steps 1-4.

WebAdvisor

(Online Registration at Cape Fear)

WebAdvisor is online registration for currently enrolled students to select and early register for classes for the following semester. Currently enrolled students are assigned registration priorities based on their major and number of completed credit hours. Registration information is emailed to students' CFCC email account.

Auditing Courses

Students who wish to audit courses must register for the audit by following the regular registration procedures and indicating in writing on an audit form which course(s) they are auditing. Auditing students must meet all course pre-requisites. The audit form must be signed by the instructor and turned into the Registrar's office during the first week of the semester. Auditing students receive no credit and are not required to participate in class discussion or take tests. Fees for audit courses are the same as those taken for credit. Changes from audit to credit or credit to audit may only be done during registration and Final Schedule Adjustment Day. Students should be aware that Financial Aid and Veteran benefits do not pay for audit courses. Audit courses do not transfer.

Withdrawal

Visit http://cfcc.edu/registration/ to obtain official withdrawal procedures.Online Learning students may go to http://cfcc.edu/online/ for more information. Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as "no show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

Curriculum Courses

Students who officially withdraw from a course(s) within the first 60 percent of class hours will receive a grade of "W." Students who have not withdrawn from class by the 60 percent point will receive whatever grade they have earned as computed by the instructor at the end of the semester. Students who stop attending a class without officially withdrawing will receive a grade of "F," which is computed as a failing grade.

Students who wish to withdraw after 60 percent of class hours must obtain permission in writing from their instructor and Department Chair. Permission will be granted for extenuating circumstances only. Documentation is required. No withdrawals may be requested during the last week of the semester.

Developmental Courses (Courses with numbers less than 100 ", like the following," DRE 096, DRE 097, DRE 098, DMS 001, DMS 002.)

Students who withdraw from a developmental course(s) within the 80 percent date of the semester will receive a grade of "W." Students will not be allowed to withdraw from a course(s) after the 80 percent date of the semester. After the 80 percent date, final grades will be assigned based on the grade earned. Grades in developmental classes are not computed in the grade-point average.

While students are expected to initiate all withdrawals, instructors will withdraw a student and assign a grade of "W" when the student has exceeded the allowable absences for that course through the 80 percent date of the semester. Instructors may not initiate withdrawals for other reasons.

Notes:

- Please refer to the Academic Calendar for the withdrawal deadlines for each semester.
- Financial Aid students who stop attending class and receive a grade of "W" may be required to repay a percentage of their Federal Aid back to the Department of Education. Go to http://cfcc.edu/finaid/ for more information about financial rules and policies.

Academic Information

Student Advisement

Cape Fear Community College views student advisement as an important, on-going process. Each degree/certificate seeking student is assigned a faculty advisor who assists the student in selecting and scheduling appropriate classes to fulfill his/her educational requirements. Non-degree students are assigned a counselor as their advisor who assist in selecting and scheduling appropriate classes.

Students are strongly encouraged to meet with their assigned advisor each semester/session for assistance in scheduling classes and completing the registration form. Advisors' office hours are posted on their office doors.

Students must accept the responsibility of familiarizing themselves with specific course, prerequisite, corequisite, and program requirements.

While advising is an on-going process, specific times are designated prior to each registration period for advising.

Grading and Grade Point Averages

Grading is done by the traditional method of "A" through "D" along with negative categories such as "F" (Failure), and "WF" (Withdraw Failing). Grades are assigned a numerical value when determining a students Grade Point Average (GPA).

Grading System

Grade	Significance	Quality Points Per Semester Hour
A	Superior	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0
W	Official Withdrawal	0
AU	Audit	0
WP	Withdraw Passing	0
WF	Withdraw Failing	0
CR	Credit by Proficiency Exam	0
CT	Credit by Transfer	0
NS	No Show	0
PA	Passing (remedial courses only)	0
PB	Passing (remedial courses only)	0
PC	Passing (remedial courses only)	0
R	Repeat (remedial courses only)	0

Grading Scale

The College grading scale is:

A = 92 - 100
B = 84 - 91
C = 76 - 83
D = 68 - 75
F = 0 - 67

Translating Course Grades into GPA

By taking the number of semester hours assigned to a course and multiplying them by the value of the grade, you determine the grade points for each course attempted. Example: If you take five courses that are assigned a total of 18 semester hours, you may determine your GPA in the following manner:

Course	Grade	Semester Hours Attempted		Times Grade Value		Equals Quality Points
1	B	2	X	3	=	6
2	A	6	X	4	=	24
3	C	4	X	2	=	8
4	B	3	X	3	=	9
5	F	3	X	0	=	0
6	WP	0	X	0	=	0
TOTALS		**18**				**47**

Divide the total number of hours attempted into the total quality points and that will give you your GPA; in this case 2.61 is the GPA

Attendance Policy

College instruction is designed for students to learn by way of class attendance, and regular attendance is a key to academic success. Attendance is based on class meetings and calculated from the first class meeting, not based on when the student enrolls in the class. Students are expected to punctually attend all class sessions in the courses for which they are registered. Late arrivals and/or early departures may count toward total absences in classes.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show." No tuition or fee adjustments will be made. For example: A student enrolls in a three credit hour class totaling three meeting hours per week. The class meets 16 weeks for a total of 48 hours during the semester. Ten percent of this class would be 4.8 hours rounded to 5. Therefore, the fifth class meeting would be the 10 percent point of the class.

Within their respective departmental guidelines, instructors are responsible for stating their own course attendance and tardiness requirements on course syllabi distributed at the beginning of the academic term. It is the student's responsibility to know and understand the attendance requirements for each instructor and to understand how attendance in class might affect his or her final grade. Regardless of how attendance is used in grading, faculty are required to keep a timely record of attendance for each student through the end of the semester using a college approved record keeping software.

Attendance in online (Internet and Hybrid) courses is measured not only by completion of an initial enrollment verification assignment (within the first 10% of the semester) but also by completion of the required coursework and/or online participation, as defined by the instructor on the course syllabus. In

Hybrid courses, students MUST meet on the required meeting dates specified by the instructor (first class meeting, lab, etc.). See www.cfcc.edu for course information.

Special note to Marine Technology students: Students in the Marine Technology curriculum are at times involved in cruises on the ship that might take place during a holiday or semester break during which time students are normally off. When such occurs, students must participate in the cruise.

Effective fall 2010, students will be allowed two days of excused absence each academic year for religious observances required by the faith of the student. These excused absences will be included in the twenty (20%) percent of allowable clock hour absences. Students are required to provide written notice of the request for an excused absence by completing the Religious Observance Absence form available in Student Services. The completed form must be submitted to the Vice President for Student Services or his/her designee a minimum of ten (10) school days prior to the religious observance. The Vice President for Student Services or his/her designee will notify the instructor within three (3) school days of receiving the request. Students will be given the opportunity to make up any tests or other work missed due to the excused absence and should work with their instructors in advance of the excused absence to delineate how to make up the missed coursework (N.C.G.S. 115D-5).

Student Veteran Attendance Policy

CFCC recognizes the unique situations student veterans sometimes face which can affect their attendance. If a student veteran receives orders for unexpected short-term deployment or training, or for medical appointments, he/she may receive absences totaling 30 percent of the total clock hours of a class. The 30 percent includes a combination of the 20 percent allowed by the college policy (unexcused absences) plus an extra 10 percent (excused absences). In most cases, absences in excess of 30 percent would result in the student receiving a grade of "W" for the course.

A student seeking an excused absence should first present orders/documentation to the CFCC Veteran Affairs Coordinator, to be shared with the respective Department Chair and the student's instructor.

The college acknowledges that some classes, such as biology and clinicals in allied health programs, have unique content; it may not be possible for a student to receive an extension on the assignments in these courses.

We also recognize that there will be unique cases that will require the exercise of sound judgment. Instructors are encouraged to discuss these cases with their Department Chair and the Veterans Affairs Coordinator. Our collective goal is to assist student veterans in completing their course of study

Student veterans that are currently serving in the Guard/Reserve must adhere to the College's No Show Policy by attending all of their classes before the deployment or training begins. Veterans unable to the attend the beginning of the semester should register for the second mini classes when available. (Example, if you have a Military School/AT that begins before the start of the semester, you will need to delay your registration until the next applicable date.)

College Closings or Delays

In the event of inclement weather, Cape Fear Community College may close or delay classes depending on the weather forecast and local conditions. All official college closings and delays will be posted on the college web site at www.cfcc.edu, myCFCC online portal, the CFCC Emergency Information Hotline (877) 799-2322, and through the local news media. Students who subscribe to the text messaging alert system through CFCC online portal will be notified of closings and delays through text messages. Students are encouraged to familiarize themselves with these resources as soon as possible.

Inclement Weather

While the College makes every effort to provide a safe environment on campus, the College does not take responsibility for student safety while traveling to and from campus. During periods of inclement or hazardous weather, students must use their best judgment when deciding to come to class. College officials do not expect students to take extreme risks to their personal safety to attend class. However, if a student chooses not to come to class due to inclement weather when the college is open, the student will be counted as absent in accordance with the course syllabus (see the Attendance Policy on page 17).

On-Campus Groups and Individuals

On-campus groups and individuals may reserve designated outdoor space for use in support of their activities. Arrangements for the use of outdoor space shall comply with College procedures and CFCC Club and Organizations procedures.

Off-Campus Groups and Individuals

General Provisions

Individual and/or groups will be granted access to designated areas when notice has been provided consistent with the CFCC Space Request Form.

Access for the requested event will not be granted if the event conflicts with a previously scheduled event or if the designated area is temporarily inaccessible or unsafe due to construction, act of God, or similar cause.

Access is granted on a first-come, first-served, space-available basis.

Gross, multiple, or continued violation of this solicitation procedure will result in the soliciting party's loss or suspension of future solicitation privileges on property which is owned, leased, or operated under the jurisdiction of the College.

Notice Requirement

The requesting individual, organization, agency or group must complete the CFCC Space Request Form and obtain the approval of the Vice President for Student Services at least ten (10) business days in advance of the event.

Approved individual/groups must check in with the Vice President for Student Services and/or designee upon arriving on the campus on the day of the event.

Information Requirement
When completing the Space Request Form, all individuals or groups must provide the names of the persons who intend to speak on campus, the anticipated size of the group that will visit campus, and the name, address and phone number of a responsible contact person who will be present on campus during the event.

Disclosure of this information is required in order to allow proper planning and will not be grounds for denying or abridging the right to engage in expressive activities in the designated area.

Designated Areas
The following areas are designated for expressive activities by off-campus groups and individuals:

Wilmington Campus: The grassy area in front of the Burnett (W) Building on Water Street.

North Campus: The covered brick patio between the Eric B. McKeithan Center and the soccer field.

Scheduling Limitations
At the beginning of the academic year, the Vice President for Student Services shall establish a schedule of one day per week for expressive activities by off-campus groups and individuals. These areas will be made available to any off-campus group or individual for up to four hours per day between 11:00 a.m. and 3:00 p.m.

In order to promote opportunities for diverse speakers, an individual and/or group may not reserve or submit an application more than twice per academic year.

Noise Restrictions
Sound amplification is not permitted. Noise levels that cause, or are likely to cause, a disruption to the learning environment or the normal administration or operation of the College are prohibited.

Grounds for Denial of Access or Removal from CFCC Property

- Failing to comply with the procedures set forth.
- Communicating "fighting words" as defined in case law.
- Advocating illegal conduct that is directed to inciting or producing imminent lawless action and is likely to incite or produce such action.
- Touching, striking, or impeding the progress of pedestrians, except for incidental or accidental contact, or contact initiated by a pedestrian.
- Photographing, audio recording, or videotaping any faculty, staff or student without first obtaining written permission from the person to be photographed, audio recorded or videotaped.
- Engaging in disruptive or disorderly conduct that is reasonably likely to cause a material disruption to the learning environment or the normal administration or operation of the College.
- Damaging, destroying or stealing College or private property on campus.
- Possessing or using firearms, explosives, or dangerous weapons or substances.
- Obstructing the free flow of pedestrian or vehicular traffic.

Student Participation in CFCC Activities

Student success at Cape Fear Community College is based upon academic excellence. Accordingly, students should attempt to attend all scheduled class and laboratory sessions. Participation in extra-curricular activities is also important to the total education and personal development of CFCC students. Occasionally, a student may be required to miss a class session in order to participate in college-sponsored activities such as athletics, Phi Theta Kappa Honor Society, CFCC Ambassadors, Student Government Association, program conferences and competitions, and other activities approved by the Director of Athletics/Student Activities.

College officials sponsoring such approved student activities are expected to provide advance notice to faculty of anticipated absences and the list of students who will be participating. In addition, participating students must also inform their instructors in advance of such anticipated absences and are expected to make advance arrangements for making up all missed assignments. In such cases, class time missed will not usually be counted as absences provided participating students are otherwise in good academic standing.

If a faculty member believes that missing class due to a student activity is detrimental to the academic success of a specific student, the faculty member may request that the Vice President for Student Services (or his/her designee) review that student's overall academic and attendance records to determine if the student's absence warrants exemption from the College's regular attendance policy.

Students who disagree with the Vice President's decision may appeal to CFCC's Judicial Board according to the College's Grievance Procedure.

Final Grades

Final grades will be available through WebAdvisor to students after the end of each academic session. Course grades, along with semester and cumulative grade point average (GPA), will be displayed. Grade reports are no longer printed and mailed to students.

Incomplete Grades

An incomplete (I) will be given only when circumstances justify additional time to complete the course. Students must contact the instructor to request an Incomplete Grade. When an incomplete is granted, the course requirements must be completed within six weeks of the beginning date of the next academic session. Incompletes (I) not finalized within the appropriate time frame will convert to an "F". Exceptions may be made by the Vice President for Student Services.

Credit by Proficiency

For selected courses, students may request credit by proficiency examination for previous experience or training. The student must be currently enrolled at CFCC and **must not have enrolled in the course prior to taking the proficiency exam.** The student must make written application to the Registrar and the department chair. Students may challenge a course only once. Students successfully passing a proficiency exam will receive credit for the course as a "CR" (credit for record). Credit by Proficiency does not usually transfer. CLEP and AP exams (see below) may be used in lieu of proficiency exams.

CLEP-College Level Examination Program

The College-Level Examination Program® or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses.

CFCC may grant credit in appropriate courses on the basis of CLEP examination results. The following guide describes the cutoff scores and credits that may be earned through the CLEP. Credit may be awarded for other CLEP tests not listed. Students should submit official CLEP scores and meet with a counselor in Student Services prior to registration for possible credit and proper course placement.

Examination	CFCC Course	Credit Hours	Min. Score
Accounting	ACC 120	4	50
Biology	BIO 110	4	50
Chemistry	CHM 151	4	50
Information Systems & Computer Applications	CIS 110	3	50
Prin. Of Public Speaking	COM 231	3	50
Prin. Of Microeconomics	ECO 251	3	50
Prin. Of Macroeconomics	ECO 252	3	50
College Composition	ENG 111 & 112	6	50
College Comp Modular	ENG 111	3	50
Analyzing & Interp. Lit.	ENG 131	3	50
English Literature	ENG 241 & 242	6	50
American Literature	ENG 231 & 232	6	50
Western Civ. I	HIS 121	3	50
Western Civ. II	HIS 122	3	50
History of U.S. I	HIS 131	3	50
History of U.S. II	HIS 132	3	50
Humanities	HUM 211 & 212	6	50
College Algebra	MAT 171	4	50
Calculus	MAT 271	4	50
Precalculus	MAT 171 & 172	8	50
Prin. of Marketing	MKT 120	3	50
American Government	POL 120	3	50
Intro. Psychology	PSY 150	3	50
Human Growth and Development	PSY 241	3	50
Educational Psy.	PSY 263	3	50
Introductory Sociology	SOC 210	3	50
French	FRE 111&112	6	50
	FRE 211&212	*12	59
German	GER 111&112	6	50
	GER 211&212	*12	60
Spanish	SPA 111&112	6	50
	SPA 211&212	*12	63

*Students achieving the cutoff score for 211 are also given credit for 111 through 212.

AP® – Advanced Placement

CFCC may grant credit in appropriate courses on the basis of AP® examination results. The following guide describes the cutoff scores and credits that may be earned through AP®. Credit may be awarded for other AP tests not listed. Students should submit official AP® scores prior to registration for possible credit and proper course placement.

Examination	Score	CFCC Course	Credit Hours
Art History	3	ART 114	3
Art 2D Design	3	ART 121	3
Art 3D Design	3	ART 122	3
Biology	3	BIO 111 & 112	6
Chemistry	3	CHM 151 & 152	8
Computer Science A	3	CIS 115	3
Microeconomics	3	ECO 251	3
Macroeconomics	3	ECO 252	3
English Lang & Comp	3	ENG 111 & 112	6
Eng Lit & Comp	3	ENG 111 & 113	6
Environmental Science	3	ENV 110	3
French Language	3	FRE 111 & 112	6
French Language	4	FRE 111 & 112 FRE 211 & 212	12
German Language	3	GER 111 & 112	6
German Language	4	GER 111 & 112 GER 211 & 212	12
Human Geography	3	GEO 112	3
World History	3	HIS 115	3
European History	3	HIS 121 & 122	6
US History	3	HIS 131 & 132	6
Latin	3	LAT 111 & 112	6
Statistics	3	MAT 152	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 & 272	6
Music Theory	3	MUS 121	4
Physics C - Mechanics	3	PHY 131	4
Physics C - Elec/Mag	3	PHY 132	4
Physics B	3	PHY 151 & 152	6
US Gov/Politics	3	POL 120	3
Comp.Gov/Politics	3	POL 210	3
Psychology	3	PSY 150	3
Spanish Language	3	SPA 111 & 112	6
Spanish Language	4	SPA 111 & 112 SPA 211 & 212	12

DSST
(DANTES Subject Standardized Tests)

Students may receive credit by examination for achieving acceptable scores on the DSST (DANTES Subject Standardized Tests). Students should submit official DSST scores prior to registration for possible credit and proper course placement.

Educational Partnerships

Cape Fear Community College and its partners work together to provide a variety of academic, cultural, and work-based experiences designed to enhance the educational experience of students and improve the quality of life for local residents.

Partnerships with Business and Industry

Work Based Learning

CFCC partners with local business and industry to offer students on-the-job training opportunities through Work Based Learning. Participating students may earn college credit using approved work experience(s) specifically related to their educational program goals. Work Based Learning classes include WBL 111, WBL 112, WBL 121, and WBL 131.

Employers and organizations interested in having a work-based-learning student are urged to contact the Dean of Vocational and Technical Education at 910-362-7009 and see our web page: http://cfcc.edu/wbl/.

Student Enrollment Criteria: To qualify for one of these classes, students must meet the following criteria:

- Must be at least 18 years old. Students under 18 years old may participate if they have approval from the college and worksite. They must also complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer.
- Must be enrolled in a program that offers WBL courses.
- Transcripts or degree audit must be attached with your application.

Please Note: Individual programs may have additional requirements for enrolling in a work-based-learning work experience course.

Registration Process: To register for a Work Based Learning course, a student must submit an application directly to the WBL instructor. After the college has approved the application, the student may register using WebAdvisor or through his/her academic advisor during the registration period. A Work Based Learning application is required each semester the student plans to enroll. The application is available online (http://cfcc.edu/wbl/).

Please note: Work-based-learning courses may not transfer to four-year institutions. Students should always check with the receiving college or university to verify transferability of any course. The college reserves the right to limit work-based-learning experiences based on the appropriateness, applicability, and location of the position.

For more information, please see the Work Based Learning Web page: http://cfcc.edu/wbl/ or contact the Dean of Vocational and Technical Education at 910-362-7009 or your lead instructor (AAS programs only).

Partnerships with Community Agencies

The North Carolina Career and College Promise Program: College Opportunities for High School Students

CFCC partners with high schools to offer high school students the opportunity to enroll in college classes early in order to earn both high school and college credit upon successful completion of CFCC courses. For more information, please see "The North Carolina Career and College Promise" in the Admissions section of this catalog or see our web page: http://www.cfcc.edu/ccp.

Service Learning

CFCC partners with local community service-based agencies to provide students enrolled in select classes the opportunity to complete service learning activities to fulfill requirements for a course project. The goal of service learning is to integrate into an assignment meaningful community service activities that help students better understand the course content. These activities should:

- Provide opportunity to apply ideas and theories learned in class to a reflective, service-based experience;
- Help students become more interconnected with the community through their contributions.

For more information about service learning projects at CFCC, please see our web page: http://www.cfcc.edu/ServiceLearning.

History Teaching Alliance

The History Teaching Alliance (HTA), a partnership between CFCC, UNC-Wilmington, high schools, and local public historical sites and organizations, coordinates events designed to appeal to the intellectual curiosity of history educators and students. For more information about the HTA, please see our Web page: http://cfcc.edu/blogs/hta/.

Partnerships with Four-Year Institutions:

CFCC partners with public and private North Carolina four-year colleges and universities to provide a clear pathway from associate degree coursework to baccalaureate studies.

Statewide Comprehensive Articulation Agreements: The following transfer articulation agreements between North Carolina community colleges and North Carolina colleges and universities provide qualifying AA, AS, and AFA graduates clear guidelines for transferring from CFCC to a four-year college or university in North Carolina:

The North Carolina Comprehensive Articulation Agreement between North Carolina community colleges and North Carolina public universities.

The Independent Comprehensive Articulation Agreement between North Carolina community colleges and 24 North Carolina independent colleges and universities.

Bilateral Agreements: CFCC and select UNC institutions have bilateral agreements that provide qualifying graduates of AA, AS, and some AAS programs a pathway for transferring coursework into a four-year degree.

Select AAS programs:

- Qualifying graduates have the opportunity to transfer to UNC-Pembroke and earn a Bachelor's of Interdisciplinary Studies through online learning courses or face-to-face courses that UNC-Pembroke offers on the campus of CFCC.
- Qualifying graduates have the opportunity to transfer into UNC-Wilmington's Education of Young Children bachelor's program.
- Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

AA and AS (college transfer) programs:

- CFCC and UNCW Bilateral Agreement: Qualifying graduates have assured acceptance into UNC-Wilmington, provided graduates have completed the UNC-Wilmington application process and met all criteria stipulated in its bilateral agreement with CFCC. Graduates are admitted to UNC-Wilmington on a space-available basis; spring applicants may be deferred to the fall semester if space is not available.
- CFCC and NC Wesleyan College Bilateral Agreement: Qualifying graduates can transfer to NC Wesleyan College to earn either a Bachelor of Science in Business Administration or a Bachelor of Science in Education. Both degrees are offered partly at a CFCC campus and partly online.

For more information, refer to the "College Transfer General Information and Articulation Agreements" section of this handbook and see our Web page: http://cfcc.edu/partnerships/.

Independent Study

CFCC provides the opportunity for students to pursue, on an individual basis, subjects in the students' major area of study. Independent study is not intended, nor will it be allowed, as a substitute for existing courses as listed in the schedule of classes. If the student is preparing to complete the last full semester of study prior to graduation and the college is unable to offer a major course required for a degree, independent study may be considered. In an independent study arrangement, the student first seeks approval from the respective department chair who then works to identify an instructor to supervise the study. The chair will contact the student to let them know if there is an instructor available to supervise the study. The student then meets with the instructor. The instructor provides for a course outline and discusses course requirements and expectations with the student. The instructor then notifies the appropriate chair who authorizes scheduling of the course. The number of credits may vary. Current tuition rates apply, as do standard grading policies. Independent study opportunities are for students who:

- are currently enrolled in classes at CFCC
- have earned a 2.0 or higher cumulative GPA
- have completed 12 credits in their major program of study
- have met the pre-requisites and/or co requisites of the course proposed for independent study

Independent study courses are subject to the consent of the department chair and the availability of qualified instructors. Courses are run by semester and all work must be completed within the semester dates. Only one (1) course taken as independent study may be applied toward an associate degree, diploma, or certificate.

North Carolina High School to Community College Articulation Agreement

Through an agreement between the North Carolina State Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive CFCC credits for certain courses upon presentation and evaluation of a high school transcript. Courses eligible for CFCC credit can be found in the articulation agreement. Copies of the agreement are located in the offices of high school counselors.

Award of credit will only be given for courses that are required in a student's CFCC program of study. Criteria to award college credit:

1. Students must enroll at the community college within two years of their high school graduation date.
2. A grade of "B" or higher is required for the course.
3. A raw score of 80 or higher is required on the standardized VoCATS post-assessment score report.

Any student wishing to receive credit should submit both an official high school transcript and VoCATS post-assessment score report. A CFCC counselor should then be contacted for transcript evaluation.

Experiential Learning

CFCC does not award direct credit for previous experience or training. Proficiency exams or CLEP exams may be used as a means of receiving credit for prior knowledge.

Academic Program of Study

A Program of Study is a specific or specialized academic field. Students seeking a degree, diploma or certificate are enrolled in a program of study. All programs of study/curriculum programs can be found on pages 54-55.

Academic Program Change

Students who desire to change from one academic program to another must see a Counselor to complete a Change of Program form. The counselor will evaluate program requirements and prerequisites and advise the student of any academic deficiencies. Students should also request re-evaluation of their transfer credits including previously earned CFCC credits. Students should complete this process prior to any registration period.

Course Repeat Policy

Courses that are repeated fall into three different categories:

1. Courses with an earned grade of "C" or better may be repeated two times.
2. Courses with an earned grade of "D," "F," "W," "WP," or "WF" may be repeated until successfully completed.
3. Audit courses may be repeated a maximum of two times.

When a course has been repeated, the higher grade will be used in the Grade Point Average (GPA) calculation. Lower grades will be removed from GPA calculation; however, these grades will continue to appear on the academic transcript

Students who receive Veteran's Benefits or Financial Aid should be advised that they may not receive funds for repeating courses which they have already passed.

Also, students who have received a degree from CFCC should be advised that the policy will not apply to courses which were taken to fulfill previous graduation requirements. A final student GPA is computed at the time of graduation, and this GPA may not be recalculated as courses are repeated.

The above Course Repeat Policy became effective Fall quarter, 1991 and revised Fall 2004.

Academic Forgiveness

Students may request, in writing, to the Director of Enrollment Management to have previous credits exempt from calculation in their cumulative grade point averages. Academic forgiveness is designed to assist returning students with low grades to have a fresh start upon re-enrolling after having at least a three year period of non-enrollment at CFCC. Prior to evaluation for Academic Forgiveness, the student must be readmitted to the college, register, and successfully complete the first semester of course work at the 100 level or above with a GPA of 2.0. Exceptions may be made by the Vice President for Student Services.

Grades which may be disregarded from students' grade point averages are "F", "WF", and "NC".

Requests for academic forgiveness must specify (1) the period of initial enrollment, (2) the courses and grades considered for forgiveness, and (3) the period of non-enrollment.

Students granted academic forgiveness will have their cumulative grade point averages recalculated. While the forgiven grades will continue to appear on the official transcript, they will be marked as forgiven.

Academic forgiveness will be granted only one time.

Grades that are included in academic forgiveness are not exempt from academic progress relating to Financial Aid and VA educational benefits.

Academic Forgiveness has no bearing on any other institution or how they calculate grade point averages.

Grade Appeal Procedure

The purpose of the Student Grade Appeal Procedure is to provide an orderly and equitable process for resolving differences between students and faculty relating to grading in the classroom where the student believes he/she is being treated unfairly or arbitrarily.

Procedure

Step 1. The student with the conflict must first discuss the issue with the class instructor to attempt to resolve the difference. Every reasonable effort should be made to resolve the matter at Step 1. This initial conference must occur within fifteen (15) week days of the beginning of the subsequent school term. The instructor must notify his/her Department Chair of the grade appeal and provide written documentation.

Step 2. If a satisfactory resolution is not reached at Step 1, the student may contact the Department Chair seeking resolution. The student must contact the chair within ten (10) weekdays of the conference with the instructor. The Department Chair will seek equitable resolution by conferring with both the student and the instructor.

Step 3. If the student continues to be dissatisfied, he/she may, within five (5) weekdays of the date of notification of Step 2, file a written notice with the instructional dean responsible for the course in question (Dean of Arts & Sciences or Dean of Technical/Vocational Education). The Dean will review and evaluate the conflict to determine what action, if any, should be taken to resolve the conflict. Written notification of that determination will be sent to the student within fifteen (15) weekdays of receipt of student's written notice.

Step 4. If the student is dissatisfied with the outcome of Step 3, he/she may file a written grade appeal with the Vice President for Student Services within ten (10) weekdays of receipt of the written appeal, the Vice President will convene the Academic Subcommittee of the Judicial Board to hear the conflict and make a determination regarding the issue. Within ten (10) weekdays of receipt of the written appeal the committee will notify the Vice President for Student Services of its decision. The Vice President for Student Services will notify the student, the Dean, the Department Chair, and the instructor in writing of the Committee's decision. The decision of the Academic Subcommittee of the Judicial Board may be appealed to the President's designee, of the College by the student appealing the grade or by the faculty delivering the grade. The written appeal must be submitted to the President's designee, within ten (10) weekdays of the receipt of notification of the Subcommittee's decision. The appeal consists of his/her review of the written record submitted to that point and does not consist of an additional hearing. The designee will respond to the appeal within ten (10) weekdays.

Students dismissed from the clinical area in Allied Health and Nursing programs will follow the appeals process outlined in the program student handbook.

Satisfactory Progress Standards

Each student is expected to make satisfactory progress toward obtaining the degree, diploma, or certificate he/she has declared. The cumulative grade point average is reviewed at the end of each semester to determine whether the student has made the expected progress. The minimum cumulative GPA for remaining in good standing is a 2.0.

Academic Warning, Probation and Suspension

Students whose cumulative grade point averages fall below 2.0 for any given semester will be placed on academic warning for the following semester. The notice of the warning will be sent to the students and their advisors. Students on academic warning are encouraged to access CFCC resources including the Learning Lab, Counseling, enrolling in ACA 111 or ACA 122, advisors, Disability Support Services, or Career Services.

Students on academic warning whose cumulative grade point average remains below the Satisfactory Progress Standards (2.0) will be placed on academic probation for the following semester. Students and their advisors will be notified of the academic probation. During the Fall and Spring semesters, students on academic probation may register for a maximum of ten (10) credit hours after meeting with their advisor. During the summer session, students on academic probation may register for one course per session but not more than two for the entire summer semester.

Students on academic probation whose cumulative grade point average remains below the Satisfactory Progress Standards (2.0) will be placed on academic suspension. Students on academic suspension are encouraged to repeat courses in which they received failing grades (maximum of 6 credit hours per semester). Students will remain on academic suspension with limited credit hour enrollment until their cumulative GPA reaches 2.0

Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College. To initiate such an appeal, follow the process outlined in the Grievance Procedure (see page 39).

Cheating and Plagiarism

Cheating is any practice which gives one student a dishonorable advantage over another student engaged in the same or similar course of study. It shall include, but is not limited to the following: securing or giving assistance during examinations or on required work; the improper use of books, notes, or other sources of information; or the altering of any grade or academic record. Plagiarism includes submitting as one's own work or creation of any kind that which is wholly or in part created by another. All sources, including Internet content, whether paraphrased or quoted, must be cited correctly.

Direct quotes must have quotation marks around them, or they are considered plagiarism even if the quote is correctly cited. Rearranging parts of author's sentences or substituting a few words is NOT paraphrasing and also constitutes plagiarism. When a faculty member observes cheating or acts of plagiarism on the part of the student, the case shall be handled in accordance with the following procedures:

1. The faculty member shall notify the student who has been observed cheating or plagiarizing that he/she will receive a grade of "F" on the assignment or "F" in the course. The faculty member, however, shall afford the student an opportunity to clarify his/her position. If the student accepts a grade of "F" on the assignment, the student may remain in the class.

2. The faculty member shall submit a written report of the incident stating the facts and the action taken to the Department Chair, the Dean, and Vice President for Student Services within three (3) weekdays from the time the incident was discovered.

3. A student who considers the action taken to be unfair and who desires to appeal to the Academic Subcommittee of the Judicial Board, may present to the Vice President of Student Development a written request.

Right of Appeal

The right of appeal is granted to any student who has been determined to be cheating at Cape Fear Community College. To initiate such an appeal, the student must submit a written appeal to the Vice President for Student Services within five (5) weekdays after being notified of the action. The Vice President for Student Services will present the appeal to the Academic Subcommittee of the Judicial Board within five (5) weekdays.

The committee will notify the Vice President for Student Services of its decision. The Chairman of the Judicial Board will notify the student of the Committee's decision. The decision of the Academic Subcommittee of the Judicial Board shall be final with no further appeals.

Prerequisites and Corequisites

A prerequisite is a course that must be taken prior to another course. A corequisite is a course that must be taken at the same time as another course or prior to the course to be taken. The college may mandate prerequisites and corequisites to ensure students are prepared to meet the requirements of the course material. Pre and corequisites are identified in the catalog. Students are responsible for meeting their program requirements, including prerequisites and corequisites. If students sign up for a class and do not meet the pre and/or corequisite requirements they may be administratively dropped from the course.

Students who drop on their own or who are administratively dropped after the first day of class and before the published refund date, are only eligible for a 75% refund. Students are advised to review published course prerequisites and corequisites carefully before enrolling.

Waiver of Prerequisites and Corequisites

The Vice President for Instructional Services and the academic Deans may waive pre and corequisites. Normally, a waiver will be recommended by the appropriate lead instructors and approved by the Department Chair, Dean, and the Vice President for Instructional Services.

Catalog of Record

Students are expected to meet the catalog requirements in effect at the time of their enrollment into a curriculum program. Anyone not in continuous enrollment for more than one semester (not counting Summer) will be readmitted under the requirements of the current catalog. A student who changes programs must meet the requirements of the catalog in effect at the time of the change of program. A student's academic advisor can recommend substitution of courses with adequate cause. Substitutions must have written approval from the instructor, department chair, and the Dean.

Most courses can be counted for credit toward graduation for an indefinite period of time. Some courses that depend heavily on technology, speed and accuracy, physical skills, and language skills will be subject to review after five years unless the student has been continuously enrolled. Courses subject to review may include, but not limited to, keyboarding, computer, foreign languages, developmental, and trades courses.

Degree Audit (Program Evaluation)

Degree Audit is a tool for tracking graduation progress based on the student's catalog of record. Degree Audit can be accessed through WebAdvisor so that students, advisors, and counselors can follow their progress towards completion of a degree, diploma or certificate. Students can also use the system for "what if" scenarios when considering changing majors.

Requirements for Graduation

To receive the Associate in Applied Science Degree, Associate in Arts Degree, Associate in Fine Arts Degree, Associate in Science Degree, Diploma or Certificate, a student must maintain satisfactory grades in all laboratory and class subjects and a cumulative grade point average of at least 2.00. (Students must earn a minimum of 25 percent of credit hour requirements at Cape Fear Community College).

Computer Competency

All CFCC degree graduates must demonstrate basic computer competency. Students in programs that require specific computer coursework may demonstrate their competency by successfully completing the computer class that has been designated in their program. Students in programs that do not require specific computer coursework will need to pass the Computer Competency Test offered through the Learning Lab (second floor, Health Sciences/Learning Resource Center Addition). Results will be forwarded to the Office of the Registrar and added to the student's academic record prior to graduation. Students may acquire basic computer instruction by successfully completing the computer class that has been designated in their program.

College transfer students may demonstrate computer competency in one of the following ways: take the Computer Competency Test in the Learning Lab, provided the student is already computer competent and is enrolled in his or her last semester at CFCC, or take a college transfer computer course: CIS 110, or CIS 115, or CSC 151. CIS 111 may be used to satisfy the computer competency requirement, but it is not a College Transfer course.

Information and help for students electing to take the Computer Competency Test through the Learning Lab may be found at http://cfcc.edu/learninglab/. Additional help may be found at http://www.gcflearnfree.org/office2013. Students are advised to prepare for the test through materials found on these pages.

Intent to Graduate

Candidates for graduation must file an Intent to Graduate in WebAdvisor and complete the Graduating Student Opinion Survey by the following dates:

Academic Year 2015 -2016
Fall - November 6, 2015
Spring - March 18, 2016
Summer - June 16, 2016

Commencement exercises are held following the Spring semester and at the end of the Summer session.

Students who graduate in December are invited to participate in the May commencement exercises.

Upon graduation, a student's eligibility for financial aid and veteran's benefits may end. Therefore, students must contact the Financial Aid and counseling offices if they plan to continue enrollment at CFCC and receive aid in another program beyond graduation.

Graduation Needs

Orders for caps, gowns and class rings will be accepted by a company representative during announced dates. Students who anticipate graduating at the close of Spring or Summer academic sessions will be provided a limited number of commencement announcements. Students completing graduation requirements at the close of the Fall academic session will be invited to participate in the May ceremony.

Academic Honors

President's List

Full time students (12 or more credit hours during Fall and Spring semesters and 9 or more credit hours in the Summer semester) who have earned a grade point average of 4.00 will be placed on the President's List.

Dean's List

Full time students (12 or more credit hours during Fall and Spring semesters and 9 or more credit hours in the Summer semester) who have earned a grade point average of 3.50 with no grade lower than a "C" will be placed on the Dean's List.

Honors List

Honors list students are part time, have completed at least 4 credit hours and earned a grade point average of 3.50 with no grade lower than a "C". Part time is 11 credit hours or less during the Fall and Spring semester and 8 or less during the Summer semester.

President's Award

Graduating students who have achieved an "A" average, defined as a cumulative grade point average of 4.0, are recognized each year at graduation exercises for academic excellence.

(Courses numbered below the 100 level are not used to determine Academic Honors.)

Departmental Honors
Students who have demonstrated outstanding leadership, attitude and ability will be awarded Departmental Honors. Recipients for these awards are selected by lead instructors in cooperation with appropriate faculty.

CFCC Honors Program

Mission Statement: The Honors Program at Cape Fear Community College is an academic enrichment program designed to increase the educational experience of students who demonstrate academic excellence. The program offers students distinctive coursework that provides an opportunity to engage in an academically rigorous experience with other outstanding students; and the program allows students to develop skills in effective communication, critical thinking, independent learning, and scholarly exploration. The Honors Program will assist the growth of students both academically and personally and help ensure their continued academic success at Cape Fear Community College and beyond.

Honors Program Eligibility

Students must be enrolled in an Associate in Arts, Associate in Science, or Associate in Fine Arts program and meet one of the following criteria:

- A cumulative college grade-point average (GPA) of 3.5 or higher with at least 12 semester hours of college coursework
- A high school unweighted GPA of 3.5 or higher.

Benefits to Honors Students

- Honors designation on the degree/diploma
- Recognition at graduation as an "Honors Program" graduate after the successful completion of at least 14 SHC of honors work (honors ACA 122 and 4 honors designated academic courses)
- Transferability of CFCC honors credit to several honors programs at North Carolina four-year institutions
- Increased competitiveness and preparation for leadership roles
- Smaller class sizes
- Increased academic rigor
- Honors advising and mentoring
- Priority registration

For additional information and application, go to www.cfcc.edu/honors or contact Myssie Mathis at 910-362-7559 or via email at mmathis@cfcc.edu.

Financial Aid

Cape Fear Community College administers Federal, State and institutional aid programs designed to assist students and their families in meeting the cost of obtaining a college education. These aid programs are intended to supplement available family resources, considered to be the primary source of educational funding.

Available Aid Programs

Federal Pell Grant The foundation of federal student financial aid, Pell Grants are awarded only to undergraduate students (those who have not earned a bachelor's or graduate degree) who demonstrate financial need.

Federal Supplemental Educational Opportunity Grant (FSEOG) Supplemental Grants are awarded to undergraduate students with exceptional financial need. Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work Study (FWS) Work-study awards provide part-time employment opportunities for eligible students to earn money to meet college expenses.

Federal Direct Stafford Loan The U.S. Department of Education provides the funding for student loans which are borrowed money that must be repaid with interest. Student must be enrolled in at least six credits each semester to be eligible. Returning student must have earned 30 credit hours to be eligible to borrow a second-year loan.

Federal Direct PLUS Loan PLUS loans are available to eligible parents of dependent students who are enrolled in at least six credits each semester. Parent loans are borrowed money that must be repaid with interest.

North Carolina Community College Grant (NCCCG)
This state grant provides funding to North Carolina residents enrolled in a community college who demonstrate limited or no eligibility for Federal Pell Grants.

North Carolina Education Lottery Scholarship (NCELS)
This state grant provides assistance to needy NC resident students enrolled at least half-time. Eligibility is determined based on the same criteria as the Federal Pell Grant with one exception: students not eligible for the Federal Pell Grant with an estimated family contribution of $5000 or less will be eligible for an NCELS.

Institutional Scholarships
Scholarships are awarded on the basis of financial need, academic excellence, special talent, or any combination thereof. A separate application is required.

Applying for Financial Aid

Apply for FSA ID. It will allow a student to apply online for federal and state financial aid and "sign" the application electronically-no paper is involved. Go to www.fafsa.gov anytime to request your FSA ID.

Complete the Free Application for Federal Student Aid (FAFSA). Go to www.fafsa.gov to apply for financial aid. A "FAFSA on the Web" worksheet is available online to assist in completing the application.

Eligibility After Graduation

Upon graduation, a student's eligibility for financial aid and veteran's benefits will end. Therefore, students must contact the Financial Aid and Counseling offices if they plan to continue enrollment and want to receive aid in another program beyond graduation.

Financial Need and Expected Family Contribution (EFC)

Most federal and state financial aid is awarded based on need. An EFC number is used to determine financial need:

Cost of Attendance
- EFC
= Financial Need

The EFC is a measure of a family's financial strength and indicates how much of the family's resources should be available to help pay educational costs. The EFC is calculated from the information provided on the FAFSA according to a formula established by law.

Verification

Copies of federal tax transcripts and other documents may be required of financial aid applicants to verify the accuracy of the information submitted on the FAFSA. CFCC will notify applicants of documents required to complete the process upon receipt of FAFSA data.

Notification of Awards

Students will receive a notice announcing that the financial aid award has been processed.

Students who have been awarded Financial Aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly. No tuition and fee adjustments will be made.

Students who do not qualify for federal or state grant programs will be notified of their non-eligible status.

Programs Not Eligible for Financial Aid at Cape Fear Community College

Students enrolling in the following programs cannot receive financial aid because the programs do not meet the U.S. Department of Education eligibility requirements.

Air Conditioning, Heating & Refrigeration Technology (certificate)
Collision Repair & Refinishing Technology (certificate)
Boat Building (Wooden) (certificate)
Construction Management Technology (certificate)
Criminal Justice Technology:
  Criminal Justice Technology (certificate)
  Industrial Security (certificate)
Electrical/Electronics Technology (certificate)
Electronics Engineering Technology (certificate)
Industrial Systems Technology (certificate)
Landscape Gardening:
  Landscape Gardening (certificate)
  Retention Pond Management (certificate)
Licensed Practical Nurse (LPN) Refresher (certificate)
Mechanical Engineering Technology:
  CAD Drafting (certificate)
Phlebotomy (certificate)
Real Estate (certificate)
Special Credit (major)
Sustainability Technologies:
  Sustainability Technologies (certificate)
  Alternative Energy Technology (certificate)
  Sustainable Building Technology (certificate)
Truck Driver Training (certificate)
Welding Technology (certificate)

Associate in General Education (AGE) Program-No financial assistance is available for free elective courses taken from curriculum programs that are ineligible for financial aid unless the courses are required for completion of the diploma and/or degree programs in the same discipline.

Satisfactory Academic Progress for Financial Aid Recipients

Federal and state regulations require that students receiving financial aid maintain satisfactory academic progress (SAP) to be eligible to continue to receive funding. This policy applies to all students receiving assistance from any financial aid program administered by the Financial Aid Office at CFCC.

Qualitative and Quantitative Standards

Financial aid recipients must meet both a "qualitative" and a "quantitative" standard to maintain eligibility for financial aid. Students must maintain a cumulative 2.0 grade point average (GPA) to meet the qualitative standard. Students must also successfully complete 67 percent of all credits in which they enroll to meet the quantitative standard.

Developmental Education courses (designated by course numbers below "100") are included in the calculation of a student's enrollment status. However, no more than 30 Developmental Education course hours can be used to determine a student's enrollment status for financial aid purposes. "Foundation" courses in math and English are NOT eligible for financial aid funding or inclusion in the determination of enrollment status because their content is below the post-secondary level.

Transfer credits from institutions other than CFCC will be totaled and counted in the determination of completion rate and maximum time frame.

Grades of "W", "WP", "WF", "NC", "NS", "I", "R", "U" and "F" do not count as successfully completed courses but do count as credits attempted and are used in the determination of enrollment status and maximum time frame. Audited courses are not eligible for financial aid funding and are not included in the determination of a student's enrollment status for financial aid purposes.

A student is permitted to repeat a previously passed course one additional time for the repeated course to be eligible for financial aid. A student can repeat a previously-failed course an unlimited number of times. All earned grades will be used to determine a student's compliance with the 2.0 cumulative GPA requirement and all attempted hours will be included in the calculation of maximum time frame.

Timing of Measurement

Satisfactory academic progress is measured after every semester. All terms of enrollment at CFCC are included in the measurement, even if the student did NOT receive financial aid. Summer and mini-sessions are also included.

Failure to Achieve Satisfactory Academic Progress

Students who fail to meet either of the progression standards will receive a warning notice. The preferred method of notification is electronic; messages are sent to the student's CFCC e-mail account. Students on warning are eligible to receive one additional semester of financial aid and are expected to use this period to reestablish satisfactory academic progress.

If a student fails to meet either standard for a second consecutive semester, s/he will receive a suspension notice. No financial aid will be awarded to a student on suspension until the student corrects the academic progress deficiencies. Students who do not meet the satisfactory academic progress requirements for financial aid eligibility can enroll at CFCC without financial aid to correct the deficiencies.

Appeal Process for Probationary Semester

The right to appeal is granted to any student whose financial aid eligibility has been suspended. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

The student should submit a written appeal to the Financial Aid Office. An appeal letter must include why the student failed to make satisfactory academic progress and what has changed that will allow the student to make progress at the next evaluation (i. e., at the end of the next semester of enrollment).

- An appeal letter must be accompanied by:
- A typed academic plan clearly stating how the student intends to meet progress standards, and
- A copy of the student's degree audit, which is available on the student's Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
- Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

An appeal submitted without adequate documentation will be denied.

The appeal letter and supporting documentation submitted by the student will be forwarded to the Financial Aid Subcommittee of the Judicial Board. If the student chooses to make his/her own presentation to the Subcommittee, a written request to do so must accompany the appeal letter.

Please note that merely filing an appeal does NOT guarantee continued eligibility for financial aid.

The Financial Aid Subcommittee of the Judicial Board review the appeal within 15 business days. Students will be notified of the Subcommittee's decision. The preferred method of notification is electronic; the decision notice is sent to the student's CFCC e-mail account. The decision of the Financial Aid Subcommittee of the Judicial Board is final and no further appeals are allowed.

If the appeal is denied, the student may reestablish financial aid eligibility for subsequent semesters ONLY by taking courses, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (67% completion rate and 2.0 minimum cumulative GPA).

If the appeal is approved, the student regains financial aid eligibility for one probationary semester. During the probationary semester and all subsequent semesters, the student must achieve a 75% completion rate and maintain a term GPA of 2.0. Failure to do so will result in suspension of financial aid after which the student will regain eligibility ONLY by taking a minimum of six (6) credits, without benefit of financial aid, until s/he is in compliance with all components of the CFCC satisfactory academic progress policy (75% completion rate and 2.0 minimum cumulative GPA). The classes in which a student registers to regain eligibility must be required for program completion. Previously-passed courses which the student retakes will not be included in the determination of Continued on Appeal status.

Maximum Time Frame

Federal regulations also establish 150 percent of the published length of the program as the maximum time frame allowed in which to complete an educational program. Maximum time frames allowed to complete CFCC programs, measured by credits attempted as a percentage of credits required for graduation, is as follows:

Program	# of Credits Required for Graduation	Max # of Attempted Credits Allowed for Financial Aid Eligibility
Certificate	18	27
Diploma	48	72
AAS	76	114
College Transfer/ AGE	65	98

If a student earns 67 percent of the credits attempted each semester, the student should complete the program of study within the maximum time frame.

The 150% count will include transfer credits and all credits attempted in all programs of study in which the student has been enrolled, regardless of whether or not a certificate, diploma, or degree was received. The number of credits attempted will be measured against the student's current active program of study.

Maximum Time Frame Appeal

Students who have exceeded the maximum time frame for their declared program of study must submit an "Exceeding Maximum Time Frame" appeal. The student must be meeting the cumulative 2.0 grade point average and 67% cumulative completion rate in order to submit a maximum time frame appeal. An appeal must be based on significant mitigating circumstances that seriously impacted academic performance.

A complete maximum time frame appeal will include:

1. The "Exceeding Maximum Time Frame" Appeal form, and
2. A copy of the student's degree audit, which is available on the student's Web Advisor account. The degree audit displays completed courses and courses still required for program completion.
3. Students are strongly advised to submit third party documentation supporting significant mitigating circumstances. For example, in case of significant medical issues, documentation may require medical reports and signed statements by physicians regarding the circumstances.

A student for whom a maximum time frame appeal is approved must complete 75% of all attempted credit hours with a minimum 2.0 grade point average each semester following the appeal approval. Failure to do so will result in suspension of financial aid eligibility.

Additional information and forms required to submit an appeal can be found on the Financial Aid Office website, http://cfcc.edu/finaid.

Student Responsibilities

It is the student's responsibility to monitor satisfactory academic progress as it relates to maintaining eligibility for financial aid. The Financial Aid Office assists with periodic measurement and notification to students who fail to meet the standards.

It is the student's responsibility to notify the Financial Aid Office of any grade change made after the official posting of semester grades.

It is the student's responsibility to follow up with the Financial Aid Office if s/he does not receive an appeal determination notice within three weeks of submitting the appeal.

NOTE: The Satisfactory Academic Progress Policy for financial aid recipients is different than the College's satisfactory progress standards maintained by the Counseling Department that places students on academic warning, probation or suspension for failure to achieve a 2.0 grade point average.

Return of Federal Funds

Regulations governing the administration of financial aid require a recalculation of aid eligibility for federal aid recipients who withdraw from all classes prior to the end of a semester. This recalculation is required regardless of the reason for the total withdrawal and differs from CFCC's general refund policy. Additional information is available in the Financial Aid Office.

Tuition/Fees/Books

Students who are eligible for financial aid can charge their tuition, fees and books up to the amount of their awards. If the amount of financial aid received is less than tuition, fees, and books, the student is required to pay the remaining balance at the time of registration or purchase of books.

Students who have been awarded financial aid, registered for classes, but do not attend at least once by the 10 percent date of the class will be dropped by the instructor as "never attended." Financial aid awards will be adjusted accordingly. No tuition and fee adjustments will be made.

Students will receive a check for the excess amount of financial aid remaining in their account following the payment of tuition, fees and books. It is the student's responsibility to make certain that the mailing address on file with CFCC is correct to avoid delays in delivery of refund checks.

Foundation Scholarships

Student scholarships are established through donations to the CFCC Foundation. Criteria for scholarships are specified by a donor in collaboration with Foundation staff, ensuring the most efficient use of the donation while helping as many students as possible.

The Foundation establishes endowed and non-endowed scholarships. Endowed scholarships are generated through the investment of permanently held principals from which only the interest is used. Non-endowed scholarships are those from which all funds are dispersed as scholarships rather than as long-term investments. These scholarships are commonly referred to as "pass-through" scholarships.

Merit Scholarships

Many outstanding local high school students want to attend CFCC. To assist them, the CFCC Foundation awards ten Merit Scholarships annually to deserving New Hanover and Pender County seniors who exhibit academic excellence. To qualify for a CFCC Merit Scholarship, you must:

- Be a current high school senior
- Have applied for or been approved to enroll in CFCC in a curriculum program
- Submit a letter of recommendation from your high school principal, guidance counselor, or a high school teacher
- Demonstrate academic potential through high school grades, rank in class, and/or aptitude test results
- Be a US citizen or documented alien

Consideration will be given for non-school activities, work experience and community service. To apply for a Merit Scholarship, students should see their high school counselor or download an application from the Foundation website, http://cfcc.edu/foundation/.

The CFCC Financial Aid Office administers scholarships to CFCC students. Students should contact the Financial Aid office for applications, forms and specific information (910-362-7338). Scholarships are subject to change without notice.

For a current list of available scholarships, please go to http://cfcc.edu/foundation/.

Please visit the Foundation website at www.cfcc.edu/foundation for scholarship applications and additional information.

Student Ambassadors

During the spring semester, Student Ambassadors are selected to represent the College and the Foundation at a variety of college-sponsored events such as student registration and orientation, donor recognition events, and graduation.

Student Ambassadors should possess:
- An outgoing personality
- A professional appearance
- High academic achievement
- Strong oral and written communication skills
- Knowledge of the college and community
- The ability to make a positive impression
- Scheduling flexibility
- Access to transportation
- A high level of commitment to CFCC

Ambassadors must maintain full-time student status, a 2.5 GPA, and perform 2-5 hours required volunteer service work per week during their one-year appointment. Candidates must complete an application package and submit three letters of recommendation from faculty and staff of the College and other mentors from external sources. A committee appointed by the Executive Director of the CFCC Foundation interviews ambassador candidates and selects students to serve in the following year. Extensive training for new ambassadors is held during the summer.

Ambassadors receive scholarship funds to apply toward their tuition, fees and books. Official items of clothing are also provided. Applications for the Ambassador program are available to students in February of each year. For more information, visit http://cfcc.edu/foundation/.

Veterans Educational Benefits

The Veterans Administration determines the eligibility of students requesting Veterans educational benefits. The Financial Aid staff member located in the Veterans' Center processes necessary documentation, certifies enrollment and students' academic progress. The Veterans' Center provides assistance to student veterans in the transition to civilian and academic life. The center also provides guidance in obtaining other VA benefits to eligible students enrolled at CFCC.

Veterans' educational benefits are available to eligible veterans, spouses and children of certain categories of living and deceased veterans and to certain active duty military personnel, reservists and National Guard members.

The Veterans' Access, Choice, and Accountability Act of 2014 ("Choice Act") Section 702 requires Public schools to charge the in-state rate for covered VA beneficiaries that meet the state guidelines beginning July 1, 2015.

Maintaining Eligibility for Veterans Educational Benefits

Students receiving veterans educational benefits are required to maintain satisfactory academic progress. CFCC's progress standards appear on page 23 of this catalog. Recipients of veterans educational benefits whose cumulative GPA falls below 2.0 will be placed on academic probation for the subsequent semester. If the cumulative GPA remains below 2.0, the student will not be eligible to receive veterans educational benefits.

Prospective students who are eligible, or believe they may be eligible, to receive veterans educational benefits should contact the Veterans' Center.

Visit http://cfcc.edu/veterans for additional information.

Vocational Rehabilitation

This is a program administered by the North Carolina Department of Human Resources. The Division may provide services as are necessary to enable a physically, mentally and/or educationally disabled person to become self-employed. If a prospective student has a disability or is limited in his/her activity because of a disability, he/she may contact the nearest Division of Vocational Rehabilitation Office for consideration of assistance. The Wilmington Unit Office is located at 1506-A Market Street, Wilmington, NC. The telephone number is (910) 251-5710.

Expenses

Tuition

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification. Current tuition costs can be found on the College's website at www.cfcc.edu, in the Schedule of Classes published for each academic term, or in the Admissions Office.

Tuition is due and payable on the day of registration unless otherwise noted. Any deferred payment or exceptions must be approved by the Vice President of Business and Institutional Services. Self-supporting classes are not free for any student. If tuition is a major factor in the student's determination to attend CFCC, the student should contact the Financial Aid Office as soon as possible.

Students who register for a course and do not attend at least once during the first 10 percent of the course's term will automatically receive a grade of NS or "No Show" for that course. No tuition and fee adjustments will be made for grades of NS.

Payments can be made by cash, check, debit card, MasterCard, Visa, American Express, and Discover. Web Advisor is available for making payments by debit, credit cards and checks. Payments are not accepted via the telephone.

Student Fees

A non-refundable student fee is charged to all curriculum students for the Fall and Spring semesters. This fee is due and payable on the day of registration. The maximum fee charged is $70.00 per academic year, but is subject to change.

Funds collected from activity fees are used to support the costs of student publications, athletics, social activities sponsored by the Student Government Association, and student identification cards.

In the fall of 2003, the Board of Trustees of Cape Fear Community College approved a non-refundable "Technology Fee" to be charged to all curriculum students for the Fall, Spring and Summer sessions. The $2.25 per credit hour fee, not to exceed $36.00 in a semester, is due and payable on the day of registration.

Electronic Signature Policy for Students

Cape Fear Community College (CFCC) recognizes an electronic signature as a valid signature from employees and students subject to Conditions 1 and 2 below:
Condition 1: Campus Network Username and Password

- Institution provides student with a unique username
- Student sets his or her own password
- Student logs into the campus network and secure site using both the username and the password
- Condition 2: Student Login ID and Personal Identification Number (PIN)
- Institution provides student with a unique PIN
- Student sets his or her own PIN
- Student logs into a secure site using both the login ID and PIN

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.

It is the responsibility and obligation of each individual to keep their passwords and PIN private so others cannot use their credentials. This is further explained in the CFCC Student Catalog section on "Computer Acceptable Use Policy".

Once logged in, the student is responsible for any information they provide, update, or remove. CFCC will take steps to ensure both the passwords and PIN are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers.

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards. The policy as it applies to employees is explained in Section 9.13.1 Computer Use Policies of the CFCC Faculty and Staff Handbook.

Student Identification Card

The student ID card is included as part of the curriculum student tuition and fees. The ID card should be carried at all times and presented upon request to a College representative. The ID card serves as the College library card, permits access to campus parking decks, and is required for participation in campus events and sports activities. Lost cards should be reported and a replacement card purchased for $10.00. To obtain an ID card, students need to present their current CFCC schedule and a photo I., such as a driver license, passport, or military ID.

Parking and Security Permits

A non-refundable fee is charged to curriculum students for College access, parking and security. A parking permit is issued when a student is paying for their tuition and fees in the Business Office. The parking permit is valid September 1 to August 31. The maximum cost of the College access, parking and security fee per semester is $40, but is subject to change.

Insurance

The College provides limited student accident insurance for curriculum students at no cost to the student; however, this insurance may not cover all expenses of treatment received by the student. Coverage is a (secondary) policy unless there is no other insurance in place. The College is not responsible for non-covered expenses. This accident insurance coverage is subject to approval by the Board of Trustees each fiscal year. Individual health insurance is the responsibility of each student. Students may purchase health insurance. Information is available in the Business Office.

The following students are required to purchase professional liability insurance: Associate Degree Nursing, Cosmetology, Dental Assisting, Dental Hygiene, Practical Nursing, Nursing Assistant, Occupational Therapy Assistant, Pharmacy Technology, Phlebotomy, Early Childhood, Paramedic, Sonography, Surgical Technician, and Radiography.

Textbooks, Educational Tools, and Fees

Students are expected to purchase textbooks which are usually available from the college bookstore at the beginning of each academic session. Although not required in all courses, additional educational tools are required in certain courses and programs. Some PED courses require an off campus gym fee. Cameras, chef's tools, safety eyewear, steel-toed boots and computers are examples of educational tools that are required for specific courses and/or programs. The bookstore does not have a charge or credit system; therefore, books and tools must be paid for at the time of purchase. Effective July 1, 2010, textbook pricing information for curriculum courses will be available on the College's website as required by the Higher Education Opportunity Act.

Bookstore

There are two CFCC bookstores. The Wilmington Campus store is located on the ground floor of the Health Sciences (L) building. The North Campus store is located in room NA114 in the McKeithan Center. The bookstores provide textbooks, supplies and other collegiate materials. Hours of operation and policies governing textbook refunds and buy-backs are posted in the bookstores.

Refund of Tuition

A 100 percent tuition refund will be made if the pre-registered curriculum student officially drops any/all classes prior to the first day of the College's academic session/semester. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

A 75 percent refund will be made if the student officially drops a class(es) during the period starting from the first day and ending on the 10 percent day of the academic session/semester. A student is not officially dropped until he/she processes a signed drop card with the Registrar's Office. The effective date of the drop is the day the Registrar's Office receives the form. WebAdvisor is not available to drop classes during the 75 percent refund period.

Classes beginning at times other than the first week (seven calendar days) of the semester

A 100 percent refund shall be made if the student officially drops from the class prior to the first class meeting. Students are also eligible for a 100 percent tuition refund if the College cancels the class. Drops must be processed through the Registrar's Office or through WebAdvisor.

A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class. WebAdvisor is not available to drop classes during the 75 percent refund period.

Students who have not attended at least once by the 10 percent date of the class will be dropped by the instructor as a "No Show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

Return Check Guidelines

Tuition payment made with a check returned by the bank will be considered nonpayment of tuition. Students will lose their classes or will not be able to attend classes until full restitution is made. Absences incurred due to nonpayment of fees will be counted in accordance with the College's attendance policy.

A returned check processing fee will be charged in the amount of $25.00 for a paper check or e-check when payment is refused by the bank for any reason.

Transcript of Record

(Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested for colleges to which you have applied through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is $5.00 each.

Graduation Fees

Fees for graduation are not included in the activity fee. The cost for caps and gowns are paid by the student directly to the company representative from whom they are being ordered. At present the cost is approximately $25.00, but is subject to change.

Applicable fees at time of printing are subject to change without notice.

Institutional Indebtedness

No student will be permitted to graduate, register for classes, or have a transcript issued until all financial obligations to the College are satisfied.

Personnel in the Armed Services

Any active duty member of the armed services or a military dependent who does not qualify as a North Carolina resident for tuition purposes may be eligible to pay a reduced tuition rate if eligibility requirements for the Military Tuition Benefit (N.C. General Statute Section 116-143.3) have been met. Members for reserve components are not eligible for the benefit unless they have been called up for active duty.

Student Activities

Extra-curricular activities are an important part of the total educational program at Cape Fear Community College and fulfill the College's mission by providing a variety of activities that enrich students' lives. The goal of Student Activities is to accommodate student diversity in backgrounds, abilities, interest, and career objectives; enhance academic success; and promote diplomacy, unity, self-discipline, physical and emotional well-being, and leadership skills. The Student Activities Office is located in the Health Sciences Building (L112) and offers space for the many clubs at CFCC to hold their monthly meetings and is the home of CFCC Athletics. Student Activities also provides services, programs, and facilities for the students, faculty, and staff of the College.

Athletics and Intramural Activities

Cape Fear Community College is a member of the National Junior College Athletic Association (NJCAA), competing in Region 10, a high level of competition. College athletics may include basketball, volleyball, golf, soccer, and other NJCAA sponsored sports depending on student interest and facilities availability. Students participating in intercollegiate athletics must meet NJCAA/NCAA eligibility requirements and standards. Individuals participating in college athletics must be a high school graduate/GED, and or obtained a GED currently enrolled at CFCC and be in good academic standing. The goals and objectives of intercollegiate athletics are listed below:

Goals:
- To enhance academic success of student athletes
- To provide opportunities for participation in competitive college sports
- To promote the development of self-discipline and leadership skills

Objectives:
- Monitor the academic grade point average of collegiate student athletes
- Develop and monitor sports activities based on student interest as gleaned from Student Interest Survey and participation
- Monitor the retention and graduation/transfer rates of student athletes

Intramural Program

The CFCC Intramural Program is specifically designed to provide opportunities for students, faculty and staff to have fun, socialize, manage stress and improve personal health and wellness by participating in organized competitive sports and recreational activities.

The intramural program includes a wide variety of events. Past activities have included a table tennis tournament, 3 on 3 basketball, kick ball, flag football, volleyball, and other competitive activities based upon the overall interest of the CFCC students, faculty, and staff. General information and registration materials for intramural sports may be obtained through the Student Activities Office (L-112).

Student Government Association

The Student Government Association (SGA) is the official organization authorized by the administration to represent all students at Cape Fear Community College. The SGA is a democratic organization and as such elects officers each year. The State Board of Community Colleges, the CFCC Board of Trustees, and the administration, faculty, and staff fully support the SGA. This support is most visible in the office of the SGA President who, upon election to that office, automatically becomes a member of the Board of Trustees and the College Council. Additionally, students have SGA representatives on standing college committees. These committees are charged with annually reviewing and recommending changes to the College.

The Student Government Association is an active organization; it is the voice of the student body and has paved the way for good lines of communication between students and administration. Students receive practical experience in responsible citizenship through participation in a program of self-government.

The SGA is governed by its Constitution and By-Laws. Copies of these documents are available in the Student Activities office (L-112 or the Student Government Office S-400).

Social Activities

The social development of the student is an important phase of the total educational program at Cape Fear Community College. Under the sponsorship of the SGA, social events include concerts, cookouts, holiday celebrations, charity events, tournaments, athletic events and various other student body activities.

Student Ambassadors Program

Each year the College selects student ambassadors to represent CFCC at various college functions and special events. These students are selected based on their leadership ability, academic achievement, college involvement and their desire to assist other students and represent the College. The major purpose of the program is to teach students the importance of responsibility and teamwork, raise self-esteem and create a well-rounded college experience. See page 29 for more information.

Phi Theta Kappa

The Phi Theta Kappa International Honor Society encompasses the upper ten percent of all students enrolled in the two-year college system. Alpha Chi Sigma is the CFCC Chapter of Phi Theta Kappa. Membership in Phi Theta Kappa is extended by invitation only. Today Phi Theta Kappa is the largest honor society in American higher education with more than 2 million members and 1,200 chapters located in all 50 of the United States, U.S. territories, British Virgin Islands, Canada, Germany, Marshall Islands, Micronesia, and Palau. The innovative programs and services and array of membership benefits offered by Phi Theta Kappa are unequaled among honor societies. Programs and projects focus upon the Society's Hallmark of Scholarship, Leadership, Service and Fellowship. To be eligible for membership a student must complete a minimum of twelve hours of associate degree course work and generally earn a grade point average of 3.5 or higher.

Clubs and Organizations

(*active)
* 3MP (Minority Male Program)
*Ambassadors
*Anthropology
*Architectural Technology
*Art
ASID
Boat Building
*Ceramics
Chorus
Collegiate Secretarial
*Cosmetology
*Computer Technology Club
*Criminal Justice
*Culinary Club
Deaf and Hearing Impaired
*Dental Assisting
*Dental Hygiene
*Drama
*Engineering Technology Club (ETC)
*FCA (Fellowship of Christian Athletes)
*F.O.C.U.S. - (Film)
*French Club
*Green Building Club
Industrial Electricity
Instrumentation
Interior Design
Jazz
Machining Technology
*Mathematics
Mechanical Engineering/Drafting and Design
*Metals Guild
*Multicultural
Nursing ADN and LPN
Occupational Therapy Assistant
Paralegal
*Phi Theta Kappa-Alpha Chi Sigma Chapter (Honor Society)
*Philosophy
*Pineapple Guild (Hospitality Hotel/Restaurant)
*Political Science Club
*Portals Literary and Arts Magazine
PRIDE
*Psychology
*Radiography
*Salt-N-Light Club (Campus Ministry)
*Science Club
*Spanish
*SOAR (Success Outreach, Access, Building Relationships)
*SOTA (Occupational Therapy)
*Sociological Society (CFSSS)
*Sonography
Spanish Club
*Student Government Association
Student Sea Devil Club
*Student Veterans Club
Technology

Student organizations and clubs that help fulfill the mission of CFCC, accommodate student diversity, enhance academic success, promote diplomacy, unity, discipline, physical/emotional well being, and develop leadership skills are an important part of Cape Fear Community College.

New student organizations and clubs may be approved by the Vice President for Student Services, in consultation with the Director of Student Activities, after written application is submitted to the Director of Student Activities. The written application must state the proposed name of the organization, the names of all students proposing the organization, the name of at least one faculty/staff member (full-time CFCC employee) who has agreed to serve as a sponsor to the group, and a complete description of the proposed activities of the group including, but not limited to, (1) purpose statement, (2) goals, (3) complete description of the organization's proposed activities, and (4) Club Constitution.

Once a student organization and/or club is approved, each activity must be individually approved by the Director of Student Activities before it is undertaken. Student Activity Forms are available from the Director of Student Activities. It is the primary responsibility of the proposing organization to provide accurate and complete descriptions of individual activities of the organization. Inactive student organizations and/or clubs may be disbanded at the College's discretion.

Guidelines for Display or Distribution of Handbills, Posters, or Other Materials by Student Clubs, Community and Non-Profit Organizations, and Individuals

The College would like to provide educational opportunities to its students and others in the college community and believes that public expression through displays or distribution of handbills, posters, or other materials can play an important role in accomplishing this goal. The College also believes firmly in its obligation to college employees and its students to provide an environment that is conducive to learning. Public expression that enhances this environment by affording students and others in the college community exposure to a variety of ideas is encouraged. Subject to the terms and conditions set forth in these procedures, to any rules or regulations established by the College pertaining to display or distribution, and to other applicable laws, rules, and regulations, an organization or individual may display or distribute handbills, posters, or other materials that are aimed at providing information to students.

The following guidelines apply to materials posted on the campus of Cape Fear Community College, regardless of the source of those materials. They include:

Posted information shall not contain obscene or libelous information or other information that is not protected by law.

Information will not be placed over existing notices. Outdated material will be removed to make room for timely information.

All event items must be removed by the sponsoring organization immediately following the event.

All notes to be posted in stairwells, at doorways, or in other college locations not otherwise permitted in these guidelines, require approval by the Vice President for Student Services five work days (Monday through Friday) in advance of the proposed posting.

Due to extreme space limitations, information to be posted by student groups, community groups, or individuals in areas other than those reserved for Phi Theta Kappa and academically-oriented student clubs will be posted for a maximum of two weeks and must be no larger than 8.5" x 11".

Items not approved in the prescribed manner will be removed and discarded.

Placement of information on vehicles of others on campus is prohibited.

The College reserves exclusive rights to re-arrange materials to accommodate the display of additional materials, to establish limits on the amount of information organizations may display, and to deny additional requests when all designated space is being used.

Failure by any organization or individual to abide by CFCC guidelines will be grounds for denying additional requests from the same organization or individual.

The College will grant access by an eligible organization or individual to areas of College premises, designated for public expression on a neutral basis, in accordance with these procedures. A grant of access to any particular organization or individual does not mean that the College endorses the beliefs, practices, or views expressed by that organization or individual, and outside organizations and individuals are expressly prohibited from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College or that any publication, announcement, or other form of expression provided by the organization or individual has been approved by or is associated with the College. Areas of college premises designated for public expression will not be denied to any organization or individual on the basis of the content of information sought to be provided by or the convictions or affiliations of that organization or individual.

Given the varying nature of different organizations and the wide-range of notices that individual students and/or college personnel may wish to post on occasion, additional guidelines apply to certain types of organizations and individuals, as noted in the following information:

Academically-Oriented Student Clubs
Academically-oriented student clubs that are directly linked in name, purpose, and practice to specific instructional disciplines or programs offered at CFCC may post discipline-related displays and materials, including announcements of upcoming club meetings, on College bulletin boards in their respective academic departments, subject to advance approval of faculty sponsors, department heads, and the appropriate division Deans.

Other student clubs and community and non-profit organizations may distribute or display information relating to the approved purpose including announcements of upcoming meetings, in accordance with the following guidelines:

All items displayed by other student clubs in the category must be approved by the faculty/staff sponsor and the Vice President for Student Services. Items submitted by community and non-profit organizations must be approved for display by the Vice President for Student Services. The Vice President for Student Services will consider all requests for display and distribution in light of the availability of areas that are designated for such purposes and the availability of space for the proposed display or distribution within any designated area(s). Requests for access to distribute or display publications will be reviewed and granted on a first-come, first-serve basis. The College will communicate its approval or disapproval of access for distribution or display and any conditions of access to the requesting organization or group, generally within three business days after the request is submitted. Access for display or distribution of materials will not be provided if previously approved requests for access to display or distribute materials have resulted in space being unavailable for additional displays or distributions within any designated area(s). Approved materials may be displayed on the designated bulletin board(s). No one club may use a disproportionate amount of the allotted space unless other clubs do not elect to display information.

Committee organizations and individuals may display approved notices on designated bulletin board(s).

Appeal
Any organization or individual who believes that the opportunity to display or distribute handbills, posters, or other materials has been denied improperly may appeal the denial by providing written notice of the appeal to the Vice President for Student Services within three business days of the date on which the organization or group has been advised of the denial. Information supporting the appeal (which may include a written statement or, at the election of the individual or group, a conference with the College's Judicial Board) also should be provided. As a general rule, the Judicial Board will make a final decision within five business days of receiving the appeal and any written information or, if a conference with the organization or individual has been scheduled, after conducting the conference.

Student Publications

All student publications, printed and electronic, are supervised by the Director of Student Activities, and the Vice President for Student Services. Students are invited to submit information to the Director for possible inclusion in printed material. All material must adhere to the canons of responsible journalism, including the avoidance of libel, indecency, vulgarity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

The Vice President has the authority to determine responsible journalism and to prohibit the publication of any material in violation of the canons of responsible journalism.

College Sponsored Activities & Events

The College reserves the exclusive right to immediately suspend any activity that is not being conducted in exact accord with the college-approved description of the activity or any activity that substantially disrupts or materially interferes with the work, discipline, and/or educational activities of the College (e.g., by violating reasonable college rules and regulations, interrupting classes or other college programs or activities, or inciting or producing imminent violence or other lawless action on college premises) as adjudged by designated college officials. The College reserves the exclusive right to disband any student organization and/or club that; (1) conducts such inappropriate and/or unapproved activities; and (2) fails to follow college guidelines.

Moreover, Cape Fear Community College has zero tolerance when it comes to drugs and alcohol consumption while representing the college during college events. Any violation will result in immediate suspension from the college for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

For more information refer to the Cape Fear Community College's Drug and Alcohol Policy. Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College and referred for prosecution.

General Information

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Services. Students with new addresses may complete a form in Student Services or update their address online through WebAdvisor.

Children on Campus Policy

Children cannot be taken into classrooms, laboratories or shops unless authorized by College personnel. Responsible adults will be expected to remove disruptive children immediately. Children cannot be left unattended on campus including the Learning Resources Center, the cafeteria, lounge areas, registration sites, administrative offices or parking lots.

Failure to comply with this policy will lead to disciplinary action as outlined in the College Catalog, Student Handbook and Faculty and Staff Handbook. Visitors violating this policy will be notified of the violation and continued violation will result in the individual being asked to leave campus.

Dress

CFCC invites prospective employers and industry representatives on campus throughout the academic year. Therefore, while students may dress casually, they are encouraged to dress neatly and cleanly. Students are required to wear shoes to help ensure safety on campus and/or college facilities.

Where special dress or safety devices are required by the College, North Carolina Community College System, regulations, or public law, students are expected to fulfill those requirements.

Food Services

Hot food and snacks are available in the cafeteria, which is located on the first floor of the Health Sciences-Learning Resource Center (L) Building, from 7:30 a.m. to 8:30 p.m. Monday through Thursday and 7:30 a.m. to 4:00 p.m. on Friday unless otherwise posted. Food service is also available in the cafeteria at the North Campus.

Housing

The College does not have housing facilities. However, upon request and if known, college officials will provide students information concerning available housing. Students are advised to have a clear understanding with landlords regarding all rental and/or lease agreements. Students are urged to make housing arrangements well in advance of enrollment.

Lost and Found

The Switchboard Operator will accept articles found on campus. If contact information is available, the owners will be notified. Articles will be held for the remainder of the semester and will then be donated to a non-profit organization.

Parking

To park on any CFCC property, you must clearly display a CFCC parking decal. Parking decals, along with rules and regulations, are obtained in the Business Office. Violation of parking policy may result in citations, towing or booting of vehicle, or further disciplinary action.

Downtown, the College offers student surface parking lots and a parking deck at 200 Hanover Street. Students must have a CFCC Student ID card to enter and exit the parking deck. North Campus, the Burgaw Center, and Alston W. Burke Center offer student surface parking lots.

Handicap parking is provided at each of the Downtown Campus buildings, North Campus buildings, the Burgaw Center, and Alston W. Burke Center. Downtown, anyone displaying a DMV Handicap placard or license plate may park in any of the metered parking spaces without paying.

For complete rules and regulations, along with the most up to date information regarding parking and traffic conditions, please refer to http://cfcc.edu/parking/ or follow us on Twitter @cfccparking.

Telephones

Pay telephones are available for students to use. Students may not use phones located in college offices unless it is an emergency.

Incoming calls for students will be honored only in cases of emergencies.

Tobacco Free Campus Policy

Cape Fear Community College:

- is committed to providing its employees and students with a safe and healthful environment.
- recognizes the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors.
- recognizes that it has the legal authority to prohibit tobacco use pursuant to G.S. 143-599.

Therefore, Cape Fear Community College has set the following 100% tobacco free campus policy, to be implemented on August 1, 2009.

1. Use of tobacco is prohibited by students, staff, faculty or visitors:

- in all campus buildings, facilities or property owned, maintained, or leased by Cape Fear Community College and outside areas of the campus;
- on campus grounds, facilities, or in vehicles that are the property of the college;
- in personal vehicles while on property owned or leased by Cape Fear Community College;
- at lectures, conferences, meetings, athletic, social and cultural events held on college property;
- for the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco or snuff, e-cigarettes or any product simulating smoking instruments.
- except at a specific location(s) on the North Campus as approved by the College President due to unsafe conditions going off-campus.

2. The sale or free distribution of tobacco products, including merchandise, on campus or at school events is prohibited.

3. Student organizations are prohibited from accepting money or gifts from tobacco companies, including:

- Events sponsored by tobacco companies and allowing them to distribute free, reduced-price, or fully priced tobacco products (T-shirts, hats, etc.) on campus.
- All tobacco advertising, such as billboards and signs in all campus buildings, facilities or property owned or leased and operated by Cape Fear Community College.

4. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or operated by Cape Fear Community College.

5. Cape Fear Community College will provide access to tobacco cessation programs on campus.

These tobacco treatment programs shall be publicized regularly in student, faculty and staff publications and academic buildings, through Student Services and through other appropriate means.

6. Implementation:

- A campus committee shall develop a plan for communicating the policy with students, staff, faculty and visitors.
- The College ensures that appropriate signage and other physical indicators of our policy are provided.
- All tobacco waste management products such as ashtrays shall be removed.
- Those who violate the policy shall be given a citation for each policy violation.

7. Citation:

Students:

- 1st Offense-Conduct Warning
- 2nd Offense-Conduct Probation
- 3rd Offense-Conduct Suspension from CFCC if deemed necessary

In accordance with the Code of Conduct students who repeatedly violate the policy shall be referred to the Vice President for Student Services.

Faculty and Staff:

- Staff and faculty who violate the policy shall be referred to their supervisor. Repeated violations by faculty and staff may result in further personnel action.

Visitors:

- Visitors are expected to adhere to the college policies. Visitors who ignore the policy shall be asked to leave campus.

Student Expectations, Rights, and Responsibilities

Student Records

CAPE FEAR COMMUNITY COLLEGE RESPONSIBILITIES UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (THE BUCKLEY AMENDMENT)

Under the Family Educational Rights and Privacy Act of 1974, the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Consistent with this legislation, Cape Fear Community College establishes the following policy to ensure compliance. Failure to comply with standards prescribed in the Act could jeopardize federal funding received by the institution and its students.

Rights of Students

In compliance with the law, an individual becomes a student when he/she registers at the College. Upon reaching age 18 or attending an institution beyond the high school level, the student has the right to view his/her own school or college records. These records include the academic transcript of the College, post-secondary transcripts, high school transcripts, and other documents maintained as part of the students permanent file with the exception of confidential letters of recommendation. All permanent academic records are housed and maintained by the Registrar.

CFCC requires written authorization from the student prior to release of academic records. A minimum of 48 working hours will be required by the College to access the requested academic information. The student may inspect, copy, and review his/her records in the Registrar's Office. There may be a charge for copies.

Rights of Parents

Parents of a child who is under the age of 18 and has never attended an educational institution beyond high school level has the right to inspect and review that child's academic records. After a student reaches the age of 18 or enters a post-secondary institution, the parent will be denied access to the students academic record unless the student gives written consent in the Office of the Director of Records and Registration. The College assumes that all students are independent adults attending an institution designed for adult education. Parents do have the right to review the academic records of their child if they are claiming the child as an income tax deduction; however, they must show proof of the claim.

Rights of Faculty

The faculty of the College has a legitimate educational interest in a students academic records. Therefore, access to those records is authorized by the institution. Along with this access comes certain obligations and responsibilities.

A faculty member shall not access educational records of any student for which he/she does not have a direct advisory responsibility. Those with direct advisory responsibility include the current instructors of the student, the students faculty advisor, and the appropriate department head and division chair. A faculty member not professionally associated with a student shall not access educational records of the student without the written consent of the student.

A faculty member shall not disclose any information from a students record to a third party (i.e., other students, other faculty members, employers, etc.) without the written consent of the student. Parents of the student do not have special access rights and should not be given information without the students written consent.

A faculty member shall be responsible for the security of all academic information in his/her possession. These records must not be accessible to students and unauthorized personnel.

A faculty member shall refrain from disclosing academic information by phone without the expressed written consent of the student.

Rights of Administration

Student Services and specifically the Registrar's Office, has the responsibility of maintaining and safeguarding the academic records of all students of the College. Consistent with this responsibility, the personnel of Student Services will access student records as needed. However, these individuals bear the responsibility for ensuring that no unauthorized disclosure of student academic information occurs without the expressed written consent of that student.

The President, Vice-Presidents and Deans of the College may access student records when needed to facilitate the students educational pursuit. College administrators may disclose a student's educational records to appropriate parties in connection with a health or safety emergency. Furthermore, College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

Educational records of a student will not be accessed for employment decisions without the expressed written consent of the student. Information from student academic records may be shared in aggregate for educational research purposes.

Directory Information

Directory information includes name, major field of study, full time/part time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and the College assigned email address.

Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Director of Records and Registration's Office. Requests for non-disclosure must be filed annually. The College assumes that a student's failure to file a request for non-disclosure indicates approval for disclosure.

Under the Family Education Rights and Privacy Act of 1974, commonly referred to as the Buckley Amendment, students are granted a certain level of privacy with respect to their educational records. The complete text of The Buckley Amendment is available for review in the Office of the Director of Records and Registration.

Patent and Copyright Policy

Every invention, discovery, material, work, product, or any part thereof, that results from the efforts of a full or part-time employee, student, or outside consultant carried out while in the employment of, or under contract or agreement of any kind with, the College and that is produced or brought about in any fashion with the aid of the College's facilities, staff, or through funds administered by the College shall, as between the College and the full or part-time employee, student, or outside consultant, be the property of the College. Any patents, trademarks, trade names, and/or trade secrets shall belong to the College and any legal protection applied for shall be applied for by the College or through an authorized agent, assignee, or licensee in the name of the College.

As a general rule, all rights to copyrightable material are the property of the creator. The creator shall be deemed to be the College where a specific contract so provides, where a full or part-time employee, student, or outside consultant is employed for the purpose of producing a specific copyrightable work, or where necessary to reflect the contribution of the College to the work, as in the case of software or audiovisual material of any kind.

As between the College and The State Board of Community Colleges, ownership of any of the above-described items shall be determined in accordance with applicable regulations of the State Board of Community Colleges.

The College may charge a reasonable rental fee for use of any of the above-described items and, further, if such item is a learned journal, work of art, book, publication, textbook, library book, form bulletin, or instructional supply, then it may, as allowed by the Umstead Act, be offered for sale by the College.

This policy shall be deemed to be a part of any existing and/or future employment or consulting agreements of the College. (approved by the CFCC Board of Trustees, March 17, 1994)

Computer Acceptable Use Policy

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the College. The College's computing resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible ethical behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access the College's computing resources and to use any and all information retrieved from the computing resources. Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College. Further, information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

1. College computing resources are to be used only for educational, research, or instructional purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.

2. An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account is a serious violation of this policy.

3. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users. Remember - the College's policies against discrimination and harassment apply to communications through the College's computing resource or otherwise.

4. All computer software is protected by federal copyright law. In addition, most software is being proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources.

5. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page, with the express permission of the author or creator.

6. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.

7. Users shall not waste, monopolize, interfere or misuse the College's computing resources by, for example, requesting an excessive number of copies from a printer, playing games or participating in chain letters or Ponzi schemes.

8. Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, applications or data. The College's computing resources shall not be used for illegal activities.

9. Users learning of the misuse of the College's computing resources or violations of the Acceptable Use Policy must notify a faculty member of the College or other College official immediately.

10. Any student identified as initiating or participating in the verbal, social, or physical bullying; whether in person, through social media or through electronic devices will be subject to disciplinary action as determined by the Office of the Vice President of Student Services.

Enforcement
Failure to follow the Acceptable Use policy and any misuse of the College's computing resources may result in the suspension or revoking of access accounts, removal from the class with a grade of "F", as well as other College disciplinary action including but not limited to conduct probation, suspension, or dismissal from the College. All College policies and procedures are applicable to users of the College's computing resources. A violation of the Acceptable Use Policy is considered participation in an activity which disrupts the educational process of the College and is a violation of the Conduct Policy of the Catalog & Student Handbook, as well as other applicable policies and procedures of the College. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law enforcement authorities.

Code Of Conduct

It is expected that at all times the student will conduct himself/herself as a responsible adult. Participation in any activity which, in the opinion of the administration, disrupts the educational process or functioning of the College may result in disciplinary action. Specific violations of conduct include, but are not limited to the following:

a. destruction of college property
b. stealing
c. gambling
d. use of profane language
e. engaging in personal combat
f. possess or carry, whether openly or concealed, any weapon on campus; the only exception to this directive is in the case where training or job requirements of the students or employee requires that such be carried
g. possession and/or use of alcoholic beverages
h. possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G.S. 89-90 through G.S. 90-94
i. noncompliance of the Tobacco Free Campus Policy
j. initiating or participating in verbal, social, or physical bullying; whether In person, through social media, electronic devices or any other means.

Violation of these rules of conduct will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as employees or students. Any violation of these standards of behavior may result in dismissal from the College. Additional classroom rules will be designated by instructors or supervisors and must be followed by all. College administrators have the right to contact parents of any student under the age of 21 who has violated a federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance (g and h above).

Cape Fear Community College has a zero tolerance policy when it comes to drugs and alcohol consumption while representing the college during college events. Any violation will result in immediate suspension from the College for one academic year and complete withdrawal from all current classes; no exceptions. In addition, the suspended individual will have a notation placed on their permanent CFCC record.

For more information regarding Cape Fear Community College's Drug and Alcohol Policy see page 42 of this handbook. Cape Fear Community College does not differentiate among unlawful users, sellers or pushers of drugs or alcohol. Any student who uses, possesses, sells, gives or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the college and referred for prosecution.

Any person observing conduct violation(s) should immediately contact the Vice President for Student Services.

Conduct Probation and Suspension

Any student whose conduct becomes unsatisfactory may be placed on conduct probation; however, a student is subject to immediate suspension if deemed necessary by the Vice President for Student Services. Any misconduct after a person is placed on conduct probation may result in prompt suspension.

Right of Appeal

The right of appeal is granted to any student who has been suspended from Cape Fear Community College for conduct violations. To initiate such an appeal, follow the process outlined in the "Grievance Procedure" section

Classroom Rules

According to College policy, no food or beverages are permitted in any classrooms, labs, or libraries at Cape Fear Community College.

Weapons on Campus

It is unlawful for any person to possess or carry, openly or concealed, any weapon on campus. The only exception made to this directive is in the case where training or job requirements of the student or employee requires that such a weapon be carried.

Sexual Misconduct

Information

Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
Cape Fear Community College is committed to providing a learning, and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

Cape Fear Community College considers sexual discrimination in all its forms to be a serious offense. This plan refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Cape Fear Community College has a responsibility to ensure compliance by demonstrating that our education programs and other activities are operated in a manner consistent with Title IX regulations and provisions. Throughout the year there are several programs offered to the Cape Fear Community College community that provide knowledge to help prevent, avoid and respond to sexual misconduct.

Procedures

If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. Please review the Sexual or Gender Misconduct Plan and the related Plan Explanations listed below.

How Can We Help

Our plan helps to ensure the Cape Fear Community College's community is free from discrimination based on sex or gender behavior. We are here to help assist you in an effective and efficient manner. If you feel you are or have experienced sexual misconduct or discrimination, the most important thing you can do is to get help.

Who Should I Contact

If you think you have been a victim of sex or gender discrimination, or if you are aware of its existence in any of our education programs or activities, or you have any questions about the sexual or gender misconduct policy, you can get help from any of the offices/individuals below:

Faculty or Staff: Contact the Chief Human Resource Officer and/or Title IX Coordinator, your supervisor, or Campus Police/Safety;

Students: Contact the Vice President for Student Services, any Student Services Director, Counseling Staff, Athletic Director, or Campus Police/Safety;

Visitors or Applicants for employment: Contact the Chief Human Resource Officer or Campus Police/Safety.

Sexual/Gender Misconduct Plan and Plan Expectations

I. Plan Statement

Members of the Cape Fear Community College's community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Cape Fear Community College believes in zero tolerance regarding sexual or gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this plan, serious sanctions will be imposed to reasonably ensure that such actions are never repeated.

This plan has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This plan is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to; modification of class schedule, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

In campus hearings, legal terms like "guilt", "innocence", and "burden of proof" are not applicable, but the College never assumes a student is in violation of college policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

II. Expectations with Respect to Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you do and do not want sexually. Consent to one form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity is a violation of this plan in the same manner as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent. They cannot fully understand the details of a sexual interaction ("who, what, when, where, why, and how") because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this plan, "No" always means "No" and "Yes" may not always mean "Yes". Anything less than a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Expectations with Respect to Consensual Relationships
Romantic or sexual relationships between individuals in unequal positions (such as teacher and student, supervisor and employee) may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks.

Sexual Violence – Risk Reduction Tips
Below is a list of suggestions to help avoid and reduce the risk of experiencing a non-consensual sexual act:

a. If you have limits, make them known as early as possible.
b. Tell a sexual aggressor "NO" clearly and firmly.
c. Try to remove yourself from the physical presence of a sexual aggressor.
d. Find someone nearby and ask for help.
e. Take affirmative responsibility for your alcohol intake/ drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views an impaired person as a sexual opportunity.
f. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Definitions
Sexual Misconduct
Sexual misconduct, including sexual assault, is defined as deliberate contact of a sexual nature without the other person's consent. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors that may be grounds for student conduct action under college policy. These behaviors, all of which constitute sexual misconduct include:

1. Non-consensual sexual contact: Non-consensual sexual contact is any sexual touching, with any object, by a man or a woman upon another person without consent or making any person touch you or them in a sexual manner. It is defined as engaging in any sexual contact other than intercourse with another person without that person's consent and/or cognizance. It includes any non-consensual sexual contact, including any improper touching of intimate body parts. It also includes the non-consensual removal of another's clothing, indecent contact (i.e., the unwanted touching of intimate body parts including, but not limited to; genitals, buttocks, groin, or breasts) or causing another to have indecent contact with them.
2. Non-consensual intercourse: Non-consensual intercourse is any sexual intercourse (anal, oral or vaginal), with any object, by a man or woman upon another person without consent. It is defined as engaging in sexual intercourse (oral, anal or vaginal) with another person without that person's consent and/or cognizance. Non-consensual intercourse may be accomplished by expressly or implicitly forcing or coercing another person to have sexual intercourse against his/her will, including the use or threat of physical force, or any behavior that is designed to intimidate and induce fear in another person. Non-consensual intercourse can also occur when another person is under the influence of alcohol or other drugs, is undergoing physical or emotional trauma, is less than 17 years of age, or is otherwise incapable of denying or giving consent (for example, when an individual is in an unconscious or semi-conscious state).
3. Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or sexual advantage of another or his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

    - prostituting another person;
    - nonconsensual video or audio taping of sexual activity;
    - going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
    - engaging in voyeurism;
    - knowingly transmitting an STD or HIV to another.

Sex Discrimination
Sex discrimination includes all forms of sexual harassment, sexual misconduct, and sexual violence by employees, students, or third parties against employees, students, or others on campus. Sex discrimination also includes stalking, dating violence and domestic violence. Students, college employees, and third parties are prohibited from harassing other students and/or employees whether or not the incidents of harassment occur on the college campus and whether or not the incidents occur during working hours.

Sexual and Gender-based Harassment
Sexual harassment is unwanted sexual advances, requests for sexual favors, or visual, verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either implicitly or explicitly, as a term or condition of an individual's employment or academic status; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering

with a student's or employee's work performance or creating an intimidating, hostile, or offensive working, educational, or living environment. While sexual harassment encompasses a wide range of conduct, some examples of specifically prohibited conduct include:

1. Promising, directly or indirectly, a reward to an individual if the person complies with a sexually oriented request.
2. Threatening, directly or indirectly, retaliation against an individual, if the person refuses to comply with a sexually oriented request.
3. Denying, directly or indirectly, an individual employment or education related opportunity, if the individual refuses to comply with a sexually oriented request.
4. Engaging in sexually suggestive conversation or physical contact or touching another individual.
5. Displaying pornographic or sexually oriented materials.
6. Engaging in indecent exposure.
7. Making sexual or romantic advances toward an individual and persisting despite the individual's rejection of the advances.
8. Physical conduct such as assault, touching, or blocking normal movement.
9. Retaliation for making harassment reports or threatening to report harassment.

Gender-based harassment is also prohibited. It includes, but is not limited to; acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual harassment can involve males or females being harassed by members of either sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Sexual harassment can be physical and/or psychological in nature. An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents considered separately would not rise to the level of harassment.

Coercion

Coercing someone into sexual activity violates this policy as much as physically forcing someone into sex. Coercion exists when a sexual initiator engages in sexually pressuring and/or oppressive behavior that violates the norms of the community and that application of pressure or oppression causes another individual to engage in unwanted sexual behavior. Coercion may be differentiated from seduction by the repetition of the coercive activity beyond what is reasonable, the degree of pressure applied, environmental factors such as isolation and the initiator's knowledge that the pressure is unwanted.

Consent

Effective consent is the basis of the analysis applied to unwelcome sexual contact. Lack of consent is the critical factor in any incident of sexual misconduct and sexual violence.

1. Consent is informed, freely and actively given, and requires clear communication between all persons involved in the sexual encounter
2. Consent is active, not passive. Consent can be communicated verbally or by actions. But in whatever way consent is communicated, it must be mutually understandable. Silence, in and of itself, cannot be interpreted as consent.
3. It is the responsibility of the initiator of sexual contact to make sure they understand fully what the person with whom they are involved wants and does not want sexually.
4. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
5. Previous relationships or consent does not imply consent to future sexual acts.
6. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
7. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why and how of their sexual interaction.
8. Effective consent cannot be given by minors, mentally disabled individuals or persons incapacitated as a result of drugs or alcohol.
9. Use of alcohol or other drugs will never function to excuse behavior that violates this policy. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate who, what, when where, why and how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing.
10. If you have sexual activity with someone you know to be, or should know to be, mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), you are in violation of this policy.
11. This policy also covers someone whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of a so-called "date-rape" drug. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited and administering one of these drugs to another person for the purpose of inducing incapacity is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. DO NOT MAKE ASSUMPTIONS about consent, about someone's sexual availability, about whether they are attracted to you, about how far you can go or about whether they are physically or mentally able to consent to you.
2. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
3. Understand that consent to some forms of sexual behavior does not necessarily imply the consent to other forms of sexual behavior.

4. Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them.
5. Do not take advantage of someone's drunkenness, impaired or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by, or fearful of you.
7. Silence and passivity cannot be interpreted by you as an indication of consent. Read your partner carefully, paying attention to verbal and non-verbal communication.

Retaliation

The college strictly prohibits retaliation against any person for reporting, testifying, assisting or participating, in any manner, in any investigation or proceeding involving allegations of discrimination or harassment. Any person who violates this policy will be subject to discipline, up to and including termination if they are an employee, and/or expulsion if they are a student.

- Retaliation is any action by any person that is perceived as: intimidating, hostile, harassing, a form of retribution, or violence that occurs in connection to the making and follow-up of the report.

Dating Violence

The term "dating violence" means violence committed by a person (a) who is or has been in a social relationship of romantic or intimate nature with the complainant; and (b) where the existence of such a relationship shall be determined based on a consideration of the following: the length of relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

The term "domestic violence" includes felony or misdemeanor crimes committed by the current or former spouse of the complainant, by a person whom the complainant has a child with, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Crime Awareness and Campus Security Policy

I. Cape Fear Community College adheres to the following Crime Awareness and Campus Security Policy.

A. In case of an accident, illness, criminal actions, and other emergencies, the Vice President for Student Services must be notified immediately. (If any of the above situations occur at any campus site (ex-ample: Pender County Satellite) the appropriate Director of that location must be notified.

B. The Vice President of Business and Institutional Services or the designee is responsible for security and access to all campus facilities.

C. Campus law enforcement is handled by a local security agency. When further action is necessary they seek assistance from city police or county law enforcement.

D. Violations involving the possession, use, and sale of alcoholic beverages, possession and/or use of any drug as defined under the N.C. Controlled Substance Act will not be tolerated in or on any part of the campus, its satellites, equipment it operates, or wherever its employees or students are required to be while performing their duties as students or employees. Any violations of these standards of behavior may result in dismissal from the College.

E. All incidents (criminal and security) must be reported to the Vice President for Student Services (day) or Duty Administrator (night) and/or campus security guards.

F. All incidents (crime and security) must be reported on the appropriate form and turned in to the Vice President for Student Services.

G. Individuals seeking information about registered sex offenders in the region may contact the local Sheriff's Department or go to the North Carolina State Bureau of Investigation website: https://www.ncdps.gov/Index2.cfm?a=000003,002965.

II. Security Operations

A. Cape Fear Community College (CFCC) has a contract with a local, professional security firm to provide security for the Wilmington campus as well as off campus facilities (example: Roland-Grise) when classes are being held or when it is requested by sponsors of special events. An on-site security system is in place at the Pender County facility also. These systems are tied into local police departments. Security services are also provided at the North Campus.

B. The guards have portable radios and are constantly patrolling. Should any event requiring security occur, the guards are to contact the City of Wilmington Police and then try to control event until police arrive. Events are reported to the appropriate personnel after the situation is under control. Security escorts are available to walk students, faculty and staff to their car at night. The switchboard operator, located on the second floor of the McLeod Building, will arrange escorts.

III. Information concerning crime awareness and campus security procedures and practices are disseminated to students and employees through the following.

A. Faculty, staff and student handouts.
B. Catalog and Student Handbook.
C. Orientation.
D. http://ope.ed.gov/security.

IV. Information data on crime and security violations has been collected since August 1, 1992. Results of the data will be reported and available for distribution to interested parties.

Crime Data - Wilmington Campus

Criminal Offenses - On-campus	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - Public Property	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	2	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Source: Wilmington Police Department Statistics and Police Reports

Crime Data - North Campus

Criminal Offenses - On-campus	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - Public Property	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Source: New Hanover County Sheriff's Office Reports

Crime Data - Burgaw Center

Criminal Offenses - On-campus	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offenses - Public Property	2011	2012	2013
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible (Include only incest and statutory rape)	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Source: New Hanover County Sheriff's Office Reports

Campus Sex Crimes Prevention Act

The federal Campus Sex Crimes Prevention Act enacted on October 28, 2000 requires all colleges to issue a statement advising the campus community where information on registered sex offenders who are employed, enrolled, or volunteering at Cape Fear Community College can be obtained.

Sex Offender Notification

Persons who have been convicted of an offense against a minor or a sexually violent offense are required by law to register with the county sheriff in the county where they reside. The law requires that they also inform the county sheriff if they register for school. New Hanover and Pender County Sheriff's Departments have indicated they would notify the college when a sex offender indicates they plan to attend CFCC. These notifications are intended to inform rather than create panic.

Notifications of registered sex offenders enrolling at Cape Fear Community College are received from the county law enforcement agencies and are sent to the Vice President for Student Services where they are placed in a binder and are available for viewing.

Cape Fear Community College campus location of Sex Offender Notification binders:
Union Station Building U-143 - Vice President for Student Services
McKeithan Center NA-100B - North Campus Student Services Director/Counselor

Additional Information:
North Carolina Sex Offender and Public Protection Registry: http://www.ncdoj.gov/protect-yourself/find-sex-offenders.aspx.

Federal Sex Crimes Prevention Act: http://clerycenter.org/.

Judicial Board

Cape Fear Community College supports students' constitutional right to due process. The Judicial Board is the vehicle to insure the right of appeal.

The Judicial Board will consist of thirteen (13) representatives from all areas of the College - faculty, staff, students and administration. The entire board will hear appeals concerning academic suspension, conduct suspension and charges of discrimination and/or denial of service on the basis of race, color, national origin, age, religion, handicap or sex. The Judicial Board's subcommittees will act on other categories of student appeals. The subcommittees, areas of responsibility, and composition are listed below.

Academic Subcommittee of the Judicial Board

The subcommittee will hear appeals in the matter of cheating and grades. The subcommittee consists of two (2) faculty, two (2) students and one (1) Student Services staff. One faculty member is to be chosen from each of the academic areas - vocational/technical and college transfer. The committee will select its chairman from the faculty membership.

Financial Aid Subcommittee of the Judicial Board

The subcommittee will hear appeals concerning suspension from the College's financial aid programs. The committee will consist of one (1) representative from the following areas - Fiscal Services, Student Services, faculty, and student. The chairman will be selected by the committee.

Grievance Procedure

The right of appeal is granted to any student who has been placed on academic suspension, conduct suspension or feels he/she has been discriminated against or denied service on the basis of race, color, national origin, age, religion, disability or sex.

To initiate such an appeal, the student must submit a written appeal to the Vice President for Student Services within five (5) class days after being notified of the suspension or within five (5) class days of the grievous event. The Vice President for Student Services will present the appeal to the Judicial Board within five (5) class days of receipt of the written appeal. If the student wishes to appear before the Judicial Board the request must be included in the written appeal. The Vice President for Student Services will notify the student of the Judicial Board's decision. The decision of the Judicial Board shall be final with no further appeals.

Written Student Complaint

As a matter of practice, CFCC subscribes to the philosophy that student complaints are best resolved on an informal basis. When a student has a complaint he/she should attempt to resolve concerns with college personnel having responsibilities directly at the source of the complaint. When informal procedures do not resolve concerns, written student complaints should be sent to the Vice President for Student Services who will determine the appropriate college personnel to review the complaint. The student should receive written acknowledgment of the complaint from the Vice President for Student Services within five (5) working days.

The complaint will be reviewed and a collaborative effort will be made to resolve the complaint. Within twenty (20) working days of receipt of the complaint, the student will receive notification of the resolution of the complaint, or of the College's position on the complaint.

Student and Public Complaint Policy and Procedures

Cape Fear Community College provides complaint procedures for students under established grievance procedures described in the *College Catalog and Student Handbook.* Members of the public may also register complaints by forwarding signed, written statements to the Office of the President, Cape Fear Community College, 411 N. Front Street, Wilmington, North Carolina. CFCC will not entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. The President, or the President's designee, may require further information from the complainant and may seek information from appropriate college offices, as needed, to respond to the complaint.

Sexual Harassment

Discriminatory personal conduct, including sexual harassment toward any member of the College, is a violation of both State and Federal law and college policy and cannot be tolerated in the College community.

All members of this college community are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any employee or student by any other employee or student is a violation of the policy of this college and will not be tolerated.

> Requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature by any employee or student constitutes sexual harassment when:
>
> submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment, academic or student status, or
>
> submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual, or
>
> such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student who believes that he or she has been subjected to sexual harassment in violation of this policy should make a confidential complaint to one of the Student Services counselors. If this is not feasible, the student may take the complaint to the Vice President for Student Services.

Evacuation of Buildings

An evacuation diagram is located on each floor and in each room of every building. The primary route for evacuating a building is indicated by a solid red line. If, for any reason, the primary route is blocked, use the secondary escape route indicated by a broken red line on the diagram. All occupants will follow this procedure EXCEPT HANDICAPPED PERSONS: CFCC staff will make provisions for all handicapped persons to be evacuated from the building by way of utilization of the outside stairwell and Wilmington Fire Department personnel.

Emergency Evacuation

Everyone must exit the building when the fire alarm sounds. IT IS NOT AN OPTION TO REMAIN IN THE BUILDING. Treat all alarms as the real thing. Students should take all personal belongings with them when evacuating the building.

Drug and Alcohol Policy

1. Cape Fear Community College does not differentiate among unlawful users, sellers, or pushers of drugs or alcohol. Any employee or student who unlawfully uses, possesses, sells, gives, or in any way transfers alcoholic beverages or a controlled substance is subject to disciplinary proceedings by the College, and referred for prosecution.

2. The term controlled substance means any drug listed in CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse such as: Marijuana, Cocaine, PCP, Heroin, and Crack among others. They also include legal drugs that are not prescribed by a licensed physician. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 188 of the General Statutes of North Carolina. Persons within the College community are responsible for knowing about and complying with the Cape Fear Community College Drug/Alcohol Policy.

3. Any employee or student who is convicted of violating any criminal drug or alcoholic beverage statute while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action by the College up to and including termination or expulsion, and referred for prosecution. Specifically, any such person convicted of a felony, or a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to state or federal law which may apply to employees). Other misdemeanors or convictions will be evaluated on a case-by-case basis and the specific penalties may range from written warnings with probationary status to enrollment expulsions and employment discharges. The College may also require the employee or student to successfully complete a drug abuse treatment program as a precondition for continued employment or enrollment. Persons charged with illegal drug/alcohol involvement may be suspended pending any legal proceedings if, it is determined by the President, or his designee, that the persons continued presence within the College would pose a serious and immediate danger to the health or welfare of other persons within the College.

4. Each employee or student is required to inform the Personnel Director or the Vice President for Student Services, respectively, in writing within five (5) days after a conviction of any criminal drug or alcoholic beverage control statute where such violations occurred in the College workplace, on College premises, or as part of any College sponsored activity. A conviction means a plea or a finding of guilt (including a plea of nolo contendere) and the imposition of a sentence by a judge or jury in any federal or state court.

5. College Administrators have the right to contact parents of any student under the age of 21 that has violated a Federal, State, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.

For those students or employees receiving or working under a federal grant, the College must notify the United States governmental agency from which a grant was made within ten (10) days of receipt of such notice from the grant employee, or otherwise after receiving actual notice of a criminal drug conviction. Appropriate disciplinary action will be taken by the College within 30 calendar days from the receipt of such notice. The law requires that all employees abide by this policy as a condition for continued employment on any federal grant.

Legal Consequences

The illegal use of drugs and alcohol constitutes a serious crime under federal, state and local laws. Convictions may result in imprisonment, fines and/or mandatory community service. A drug conviction can disqualify a student for federal student aid. A record of a felony conviction may prevent a person from entering a chosen career. North Carolina law makes it illegal to manufacture, to sell or deliver, to possess with intent to sell or deliver, or to traffic controlled substances.

Under North Carolina law, the minimum age to purchase, possess, or consume any alcoholic beverage is 21 years old. Consumption of liquor or fortified wine by anyone 18 years old and younger is a Class 1 misdemeanor. Those 19- and 20-year-olds who drink beer or wine will be charged with a Class 3 misdemeanor. A person convicted for the first time of selling or providing alcohol to someone under 21 will receive a minimum sentence of a $250 fine and 25 hours of community service. For a second or subsequent offense within four years, the penalty is no less than a $500 fine and 150 hours of community service. A person convicted of aiding and abetting the sale or provision of alcohol to someone under 21 for a second or subsequent offense within four years, the sentence is no less than a $1000 fine and 150 hours of community service. A driver may not consume any alcoholic beverages while driving. Driving after drinking with an alcohol concentration of .08 means a person is driving while impaired. No person may transport in the passenger area spirituous liquors in any container other than the manufacturer's unopened original container. Violations may result in imprisonment, fine, mandatory community service and/or loss of driving privileges. Therefore, 19- or 20-year-olds who are convicted of an alcohol violation may have a criminal history that would affect professional organizations, and employers could use such a record to reject an applicant.

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

- 21 U.S.C. 844(a) - 1st conviction: Up to 1 year imprisonment and fined at least $1000 but not more than $100,000, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

1st conviction and the amount of crack possessed exceeds 5 grams.
2nd crack conviction and the amount of crack possessed exceeds 3 grams.
3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

- 21 U.S.C. 853 (a)(2) and 881 (a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)
- 21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- 21 U.S.C. 844a Civil fine of up to $10,000.
- 21 U.S.C. 853a Denial of Federal benefits may apply, such as student loans, grants, contracts, and professional and commercial licenses.
- 18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Health Risks

No illicit drug is free of health risks. Most carry the danger of psychological or physical addiction. All cause distortion of brain functioning and can alter thinking, perception, and memory, as well as, affect behavior. The use of intravenous drugs also presents the risk of infection with potentially deadly diseases (e.g. AIDS develop as result of damage to the respiratory, circulatory, and other body systems). Every illicit drug has the potential to result in death-whether from the body's own reaction to the abuse of drugs or from accidents caused by persons who are impaired. Although alcohol is not an illegal substance when consumed by adults over the age of 21, it presents many of the same health risks as illicit drugs. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions; severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Available Resources

Many public and private resources are available for those needing assistance with drug or alcohol issues. In New Hanover County, call (910) 251-6530. In Brunswick County, call (910) 253-4485. In Pender County, call (910) 259-5476.

Another resource is the Alcohol/Drug Council of NC Information and Referral Service: (800) 688-4232. This is a drug abuse information and treatment referral line where individuals can get information and referrals to appropriate treatment facilities.

Counseling and Rehabilitation Services to Prevent Substance Abuse

Students, faculty, and staff may seek assistance with an alcohol or drug-related problem through Cape Fear Community College. A listing of available services and referrals will be provided in the Counseling Office of Student Services.

A copy of this policy is distributed annually to students and employees.

Continuing Education Division

General Course Information

The Continuing Education Division promotes the personal and professional development of individuals and employee groups by offering non-credit courses and seminars. Courses and seminars vary from a few hours in length to several hundred hours, depending on their purpose and content. Continuing Education instruction generally includes a combination of lecture, demonstration, and application, and may be delivered in a classroom setting, on location, or through an online learning environment.

Courses open to the general public are advertised through various print, online, social media, and news outlets. New courses are added throughout the year. An up-to-date listing can be found at cfcc.edu/ce.

Courses developed and customized for current or future employees of client companies are not advertised to the general public.

The Continuing Education Division offers a broad range of educational services: basic skills and developmental assessments, high school equivalency exam testing, training and testing for professional licenses and certifications, career assessments, training needs assessments and job task analyses, as well as courses designed for personal enrichment and lifelong learning. Some specialized programs include the Small Business Center, Career Readiness Certification, Customized Training Programs, Human Resources Development (HRD), workplace literacy, and English as a Second Language (ESL).

Courses taken through Continuing Education are generally not transferable to curriculum programs at CFCC or other colleges. CFCC does award curriculum credit in limited areas, such as Emergency Medical Science, using a combination of Continuing Education credits (CEUs), current certifications, and work experience.

Classes are held at the Wilmington downtown campus, North Campus, Burgaw Center, Alston W. Burke Center, and at other locations throughout New Hanover and Pender counties.

For more information and an up-to-date listing of upcoming courses, visit www.cfcc.edu/ce.

Admission

Generally, any person who is 18 years of age or older, or whose high school class has graduated, is eligible for admission to Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials and a signed parental consent form. Applicants are usually admitted on a first-come, first-serve basis. Some courses have specific admission requirements. Information on requirements is available online at cfcc.edu/ce or by calling the number listed with the course. Individuals interested in attending any occupational extension or community enrichment course may register online through WebAdvisor at www.cfcc.edu or in person by visiting the college.

Change of Name/Address

It is extremely important for the College to have accurate name and address information for each student. Students must have their name formally changed with the Social Security Administration and the Department of Motor Vehicles in order to process a name change. Name changes can only be done in person in Student Services on either campus. Students with new addresses may complete a form in Student Services or update their address online through WebAdvisor.

Registration Information

Most courses require pre-registration. For information concerning the current course offerings and their locations in New Hanover or Pender counties, call (910) 362-7170 or visit the website at www.cfcc.edu/ce.

Course Schedules

Continuing Education courses are scheduled on a continuous basis with new courses starting often. Specific announcements of course offerings, registration dates, locations, and other pertinent information will be through various print, online, social media, and news outlets. For current course information, please call (910) 362-7170 or visit www.cfcc.edu/ce.

Special seminars and industrial courses may be scheduled to begin at any time period appropriate to a company and Cape Fear Community College. For more information about customized training, please call (910) 362.7846. For Small Business seminars, call (910) 362-7469.

Minimum Enrollment Required

The college reserves the right to cancel any course when an insufficient number of people register.

Course Schedules

Continuing Education course schedules vary depending on the subject matter and intent of the course. Specific information on course schedules can be found within the online description of that course at www.cfcc.edu/ce.

Fees

Registrations fees for occupational extension courses are set by the State of North Carolina. Based on the length of the course, the costs range from $70 to $180. In compliance with North Carolina statutes, registration fees may be waived for selected courses and qualifying individuals. Occupational Extension registration fees are subject to change contingent upon action by the NC General Assembly.

Registration fees for self-supporting courses are set by the college. They are based on a number of factors specific to each course and may vary greatly from course to course. For specific course costs, visit www.cfcc.edu/ce.

Additional costs may include textbooks, equipment and/or supplies specific to the course, insurance fees, a $5.00 Campus access/parking/security fee, and a $5.00 technology fee where applicable. In a limited number of self-supporting classes and seminars, other special fees may be charged.

Withdrawal and Refund Policy

The refund policy, as set forth by the North Carolina General Assembly, follows in the next paragraph. To be eligible for a refund the student must officially withdraw from the class by completing a refund request form. Any additional fees paid are nonrefundable, including professional liability insurance and technology fees.

A 100 percent tuition refund shall be made if the student officially withdraws from class before the first class meeting (fax: 910-362-7080 or email: ceregistrar@cfcc.edu). A written request must be dated and received by the registrar before the first class meeting.

A 75 percent tuition refund shall be made if the student officially withdraws from class prior to or on the 10 percent date of scheduled hours. A written request must be dated and received by the registrar prior to or on the 10 percent date of scheduled hours. Students are responsible for obtaining the 10 percent date from their instructor on the first class meeting.

Please note: For courses that meet fewer than 10 times, the 10 percent date will usually be the first class meeting.

A full refund shall be made for classes canceled by the college. Students do not have to request refunds in this case.

Transcript of Record

(Curriculum and Continuing Education)

Upon written request of the student, a transcript of classes taken and credits earned at Cape Fear Community College will be sent to other colleges or third parties. Transcripts can be requested for colleges to which you have applied through the College's website (www.cfcc.edu). Transcripts requested in person will be printed on demand except during peak registration days or mailed as designated. The non-refundable cost for an official transcript is $5.00 each.

Continuing Education Registration - Campus Access Fee

All parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. in the college business office at both the Wilmington and North Campus.

At the Burgaw Center and Alston Burke Center, parking decals may be obtained in person Monday through Friday, 8 a.m.–5 p.m. from the front desk.

Students are required to display parking passes on vehicles parked on campus at any site.

Basic Skills Department and Career Readiness

The Basic Skills Department includes the following programs for adults 16 years of age or older, who wish to begin, continue, or expand their educational skills. All interested participants must demonstrate the ability to benefit from the program by being able to take one of the following pre-tests as determined by the college: CASAS, TABE. Students unable to complete the pre-test will be admitted to the program at a future date once they are able to complete the pre-test.

Adult Basic Education (ABE)
Adult High School Diploma (AHS)
Career Readiness Certification
English as a Second Language (ESL)
High School Equivalency Exam Prep for the GED® Test
Human Resources Development (HRD)

All classes are offered at convenient times and locations. All classes are free. Anyone under 18 years of age must have school and parental release forms. High School Equivalency Exam Prep classes for the GED® Test, Adult High School and ESL classes are also offered online to students who meet eligibility requirements.

For more information log onto http://cfcc.edu/ce/basic-skils.

Basic Skills Attendance Policy for High School Equivalency Prep, ABE, ABE Essentials, ESL

Absences seriously disrupt students' progress in a class and diminish the quality of group interaction. Students are expected to punctually attend all lecture and laboratory sessions in the classes for which they are registered. Late arrivals and/or early departures will count toward total absences in classes. Attendance in online classes (HSE, AHS online, and ESL online) is measured not only by initial log-in but also by completion of 80% of the required course work. Students MUST also meet on the published meeting dates (registration/ orientation, required testing dates). Students must be in attendance at least eighty percent (80%)of the clock hours of a class in order to remain in the class. Those who do not meet minimum attendance requirements will be dropped from the class for that session and will be given a grade of "U".

Pre-registration/Orientation

To enroll in ABE, High School Equivalency Exam preparation, ESL, or AHS classes at CFCC, students must attend a pre-registration and orientation session. No appointment is necessary. All sessions are held on the Wilmington Campus of CFCC. Students who wish to enroll in off-campus classes may register at the class site. Cost is free.

Adult Basic Education (ABE) Classes

The ABE program is designed for persons 16 or older with or without a high school diploma or its equivalency who function below the ninth grade level. Students receive individualized and classroom instruction in basic math, reading, and writing. These classes improve adults' basic skills preparing them to enter the workforce, enhance daily living skills, prepare for the GED® Test or Adult High School Diploma classes and enroll in college.

For more information, call (910) 362-7179 or log onto http://cfcc.edu/ce/basic-skills/ged-abe.

High School Equivalency Exam Prep Classes

This program is designed for persons 16 or older without a high school diploma or its equivalency and who function at or above the 9th grade level. Students receive individualized and classroom instruction to prepare for the four areas of the GED® Test. Classes are also available online to students who meet eligibility requirements.

For more information, call (910) 362-7179 or log onto http://cfcc.edu/ce/basic-skills/ged-abe.

GED® Testing

GED® Tests are offered at the downtown campus. To register call (910) 362-7141.

Adult High School Diploma (AHS) Classes

The Adult High School (AHS) program is designed for adult learners 16 years of age or older who have not completed high school, but have academic skills at or above the 9th grade level. Students who are 16 or 17 years old may enroll only if they have officially withdrawn from public school. Students must complete 22 units to be eligible to graduate. Classes meet nightly, Monday through Thursday, from 5:30 p.m. until 9:30 p.m. at campus sites in Wilmington and Burgaw. The cost is free. Registration for all AHS classes is held at the Wilmington campus.

Classes are also available online to students who meet eligibility requirements.

For information, please call (910) 362-7182 or log onto http://cfcc.edu/ce/basic-skills/ahs/.

Adult Basic Education Essentials

The ABE Essentials classes are designed for adults that have completed high school but want to continue improving their reading, writing and math skills with the goal of getting a job. Classes meet Monday through Thursday on campus and Monday through Friday at off campus locations. The cost is free.

Call (910) 362-7457 for more information.

Basic Skills Plus

The Basic Skills Plus program is designed for students who want to obtain a GED® Certificate plus certification in one of the following pathways: Nurse Aid Level I (CNA), Air Conditioning Heating and Refrigeration (HVAC), or Hospitality and Food Service Management. Tuition is waived by the college for eligible students. For information call (910) 362-7677 or log onto http://cfcc.edu/ce/basic-skills-plus/.

English as a Second Language (ESL) Classes

The ESL program is designed for persons 16 years or older whose native language is not English. Instruction focuses on English skills that will enable students to interact effectively in the community, workplace, or in higher education. Classes are designed to serve the needs of those individuals who have no English skills up to and including individuals who are preparing for university study. ESL classes help individuals develop skills to secure a job, help children with schoolwork, talk on the phone, meet new people, and improve communication skills.

For information call (910) 362-7184 or log onto http://cfcc.edu/ce/basic-skills/esl.

Human Resources Development

The Human Resources Development (HRD) program is designed for individuals who wish to become more marketable by upgrading their employability skills. Classes are year round and include Introduction to Computers, Resume Preparation, Interview Coaching, Career Interests and Aptitudes, Confidence Building, and Self-Discovery. Classes are reasonably priced and the fee may be waived for those who qualify.

For more information, call (910) 362-7324

Career Pathways Academies

Career Pathways Academies are offered under the HRD Program. Each academy is 9 to 12 weeks long and consists of 3 to 6 courses bundled together in order to give the students an overall knowledge and some hands-on training in certain career paths, such as skilled trades, office administration, health sciences, and sales/customer service. Additional academies are developed due to training needs of local employers and their potential employees.

For more information, call (910) 362-7324.

Career Readiness Certification (CRC)

Cape Fear Community College in partnership with the Employment Security Commission, JobLink Centers in New Hanover and Pender counties, is offering the Career Readiness Certificate (CRC) program. The CRC is a portable credential recognized by many employers across the State and nationwide that allows a job candidate to prove his/her skills in three areas Applied Mathematics, Reading for Information and Locating Information. Furthermore there are additional areas where skills can be assessed, including Observation, Applied Technology, Teamwork, Listening, Writing, and Business Writing. This allows employers to make informed employment and training decisions. Higher skills indicate a person's readiness for a greater range of responsibility. WorkKeys helps students determine the skill levels and education requirements for various jobs. The WorkKeys database contains over 13,000 job profiles outlining the Math, Reading and Locating information and other skill levels utilized in each occupation. After taking the KeyTrain pre-assessments students will know if there are any skills gaps and exactly what areas in which they need to improve when considering specific jobs. Certifications awarded in: bronze, silver, gold, and platinum.

For more information, call (910) 362-7324, or go to our website at http://cfcc.edu/ce/crc/.

Community Enrichment Department

The Continuing Education Division offers lifelong learning opportunities for job enhancement and personal enrichment. Short courses provide training necessary to earn and maintain licensing, commissioning, or certification in various fields of employment and meet the continuing education requirements of trade contractors and other occupations. Personal enrichment courses cover a broad range of topics from raising backyard chickens to learning how to scuba dive. Areas of course offerings include, but are not limited to, visual and performing arts, personal health and wellness, computers and technology, foreign and sign language, marine related courses, heritage arts and crafts, and many more. Courses are frequently designed to meet specific requests; therefore, these educational opportunities change with the interests and needs of the CFCC service communities in New Hanover and Pender counties. Input from the community is welcome and encouraged. Call (910) 362-7254 with suggestions and requests.

The following is a small sampling of the types of courses available through the Community Enrichment Department. For more information about these or other community enrichment courses, please call (910) 362-7572 or (910) 362-7254, unless otherwise noted.

Auto Safety Inspection and OBD Emissions

Auto Safety and OBD Emissions courses provide the necessary training for auto safety inspection and OBD emission inspection certification or re-certification as required by the State of North Carolina.

Assistance Towing Endorsement

This 4 hour U.S. Coast Guard approved course is intended for those who hold, or are in the process of attaining, their OUPV 6-Passenger or Master's Licenses. In order to commercially assist other vessels that may be aground, disabled, out of fuel, or experiencing some other malfunction, a boat operator must hold this "Assistance Towing" Endorsement.

Aviation Ground School

This course is designed to provide all ground school training for people interested in flying or working with the FAA as a tower operator or radar operator. This course is only classroom time and does not include flight lessons.

Celestial Navigation

This course will cover the theory and technique of finding one's position at sea through sextant observations of celestial bodies.

Coastal Navigation

This course provides training in marine piloting and electronic navigation techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids.

Computers and Technology

Many computer classes covering a variety of software and applications are offered through the Community Enrichment Department. Courses include beginning computers, Microsoft Office, smartphone usage, social media, and other topics as requested.

Continuing Education for Teachers and Para Educators

New Hanover and Pender County teachers, active and retired, and para educators (teaching assistants, substitutes, child care and camp workers) may register for short courses. Continuing Education Units (CEUs) are provided for license renewal and No Child Left Behind Course requirements. Active teachers and para educators from counties outside New Hanover and Pender must get prior approval from central office professional development administrators. Parents and Home School Operators may also attend classes as space allows.

All day and evening classes provide CEUs for renewal credit and/or certification needs. Principals and Headmasters may also request customized courses to be taught in school classrooms during after school hours.

The following is a sampling of available courses. Effective Teacher Training is offered monthly. Other courses are offered intermittently based upon need. Courses in other topic areas are being developed. To register for classes and receive additional details, call (910) 362-7199.

Effective Teacher Training

The course introduces educators to appropriate and effective teaching practices. Lecture-discussion periods focus on learning theories and hands-on participatory practices that are useful in classroom teaching. Successful completion of this program meets the North Carolina Department of Public Instruction requirements for teachers and substitutes. 3.0 CEUs

Learning Disabilities

Participants review scholastic literature and theories about classifications of learning disabilities, and detection methodologies. The uses of appropriate individualized lesson plans and multi-sensory activities are emphasized. Instruction also includes details about communication needs with parents and fellow faculty and staff.

Reading Strategies: Across the Curriculum

Explore successful approaches to teaching English and Reading. Through exploration and practicing strategies for motivation, instruction, and evaluation of readers, instructors will create excitement and motivation for participants through hands-on implementation of strategies. 3.0 CEUs

Reading Strategies: African-American Literature

Participants review writings of historical significance from literary works that focus on African American culture. Poetry, prose, short stories and excerpts from novels linked to four centuries will provide an additional platform for the promotion of literacy among students in the classroom setting. Grade level specific strategies will be explored. 3.0 CEUs

Spanish for Educators
This introductory course provides useful information for educators who have limited knowledge or no education in the Spanish language. Participants will learn phrases for useful dialogue with students and parents. Greetings, verbal directives linked to classroom and school ground needs, and basic complimentary, congratulatory and disciplinary statements. Educators also learn to write simple notes to parents/guardians.

Understanding Behavior
Teachers, and paraprofessional school and child care employees will study age specific behavior patterns. The course will include techniques for managing pupils with a variety of personality traits and multiple intelligences. Behavior disorders, effective disciplinary tactics and behavior modification plans will focus instruction. 2.0 CEUs or 3.0 CEUs

Defensive Driving
Defensive Driving courses are available to individuals with moving violations and also to the general public to improve driving skills. For information and class schedules, call (910) 362-7219, or (910) 362-7175.

DDC4: This four (4) hour Defensive Driving course is offered in conjunction with the District Attorney's Office in New Hanover and Pender counties. Anyone receiving a moving traffic citation that did not result in an accident may be eligible to take the course. After attending the first court date, individuals may gain permission from the District Attorney's Office to take the course. Upon successful course completion and payment of court costs, the moving violation may be submitted to DMV as a non-moving violation. The four-hour Defensive Driving course is offered at the CFCC main campus and Burgaw Center.

DDC8: The eight (8) hour Defensive Driving Course is offered for repeat offenders or for excessive speed offenders.

Alive@25: Designed to teach defensive driving techniques to traffic violators ages 16-25, Alive@25 has been approved by the New Hanover and Pender County court systems for eligible pending traffic infractions. Completion of the Alive@25 course may prevent assessment of insurance points or premium surcharges on insurance policies/and or points on North Carolina driver's licenses. To receive these benefits, students must complete the Alive@25 course before their next court date. This course is also available to non-offenders as a tool for developing improved driving skills.

Ed2Go and Other Online Courses
More than 300 instructor-led courses are available via the Internet through Ed2Go. Topic areas include computer applications, web design, customer service, project management, production and inventory management, small business, healthy lifestyle, writing, and many more. All courses begin on the third Wednesday of every month.

For more information, call (910) 362-7572 or log onto http://ed2go.com/cfcc.

Electrical Contractors' Renewal
Electrical Contractors' Renewal courses are held throughout the year. This provides electrical contractors the eight hours of mandatory continuing education credits required to maintain a license.

Heritage Arts/Crafts
Courses will cover a specific skill level such as introductory, intermediate, or advanced levels. Course work will include discussion on the history and trends of the art, practice in selected heritage arts, and information to build and supply appropriate studios. Upon completion, students will be prepared to either advance to a higher skill level or to fabricate and market their goods. Samples of classes include woodcarving, glass mosaics, guitar, crocheting, and other visual and performing arts derived from heritage and homesteading.

Languages
Spanish is the most common foreign language course; however, other languages can be taught upon request and suggestions are welcome. American Sign Language is also available.

Marine Captain's License Preparation & Marine Captain's Exam
This course will provide students with the information necessary to take the US Coast Guard examination for licensing as an Operator of Un-Inspected Passenger Vessels or the Masters License for vessels up to 100 gross tons, on inland, near coastal or ocean waters. Opportunities for upgrade are also available.

Motorcycle Rider Safety
This basic twenty-two (22) hour course teaches the skills needed to operate a motorcycle in traffic. The first half of the course familiarizes students with the location and operation of the controls. Students then practice riding on small motorcycles to demonstrate that they have the strength, balance and coordination to perform straight-line riding, shifting, turning and stopping exercises.

The second half of the course introduces students to street riding strategies needed when sharing the road with other vehicles. Particular emphasis is placed on those skills that have been found lacking in motorcyclists who have had accidents. Those skills include emergency braking, swerving and proper cornering techniques. All exercises are conducted at low speeds on a protected range. Motorcycles are provided; however, students are required to provide their own safety equipment as explained upon registration.

For information and class schedules, call (910) 362-7219 or 362-7175.

Notary Public
The North Carolina Secretary of State's office requires that anyone wishing to serve as a Notary Public in North Carolina successfully complete an approved Notary Public course before applying for commission. In order to take this course and become a Notary Public in North Carolina, an

individual must meet certain requirements which include, but are not limited to the following: 18 years of age or older; reside or work in the state of North Carolina; possess a high school diploma or equivalent, legally reside in the United States; speak, read, and write in English; and have no felony convictions. In the event of a misdemeanor conviction or any question about eligibility, interested students should call the NC Secretary of State's office at (919) 807-2000 before signing up for the course.

Open Water Scuba

Students can earn NAUI scuba diving certification through this open water diving course. Training includes classroom, pool, and open water experience and training. Equipment lease is included in course registration fee. Students only need to buy their own mask, fins, and snorkel. Details available at first class.

Painting

Painting courses are offered in various media in Wilmington (multi-media), Burgaw (creative techniques), and Surf City (watercolor). Courses are designed to enable each student to be familiar with and enjoy using various materials and media connected to the art of painting. Participants will perform at his or her ability to complete painting project(s) using various tools/materials. The courses are designed for beginners, intermediate, and advanced learners. Students work at their own pace with individual guidance from the instructor. Students do not have to know how to draw in order to paint.

Photography

The DSLR photography series of courses takes the serious aspiring photographer from the basics of digital photography through more advanced techniques to studio lighting and on-location photo shoots. Courses for recreational point-and-shoot photographers are also available.

ServSafe® Certification

The ServSafe® Certification course teaches safe food handling practices and prepares students to take the ServSafe® Certification exam created by the National Restaurant Association. The exam is administered on the last night of class. This is an important certification for anyone working if food service.

Small Gasoline Engine Repair

This course is designed to provide the student with hands-on knowledge of small gasoline engine repairs. The student will learn how to completely disassemble engines and check for problems on a variety of small engines. Upon completion students will be able to repair and explain operating principles of engines, name major parts of engines, work safely in the shop.

Corporate & Continuing Education Department

Center for Business, Industry, and Government Training

411 N Front Street
Wilmington, North Carolina 28401

Located at 411 N Front Street, the Corporate and Continuing Education Department offers courses in a wide variety of areas for job training as well as seminars for small businesses and customized industry training in New Hanover and Pender counties. To request industry training or receive information on upcoming courses or seminars, call (910) 362-7170 or visit http://cfcc.edu/ce/. The following is a small sampling of courses available through the Corporate & Continuing Education Division:

Barber School

The barbering program consists of four courses students take consecutively to prepare them for the NC State Barbering Exam. Completion of the program takes approximately 14 months. Day and evening courses are available.

For more information, call (910) 362-7693.

Certified Production Technician

The Certified Production (CPT) course provides students with training in four critical production functions – safety, quality and continuous improvement, manufacturing processes and production, and maintenance awareness. At the end of each module, students will take the Manufacturing Skill Standards Council (MSSC) assessment. Upon successfully completing each assessment students will receive a certification. Once the student passes all four assessments he/she will be designated as a fully Certified Production Technician.

EPA/CFC Refrigerant Recovery/Recycling Certification Exam

Course designed for HVAC technical personnel to assist in meeting EPA mandated training requirements in preparation for the N.C. State Board of Refrigeration Examiners. Course is offered every three months.

For information and schedule, call (910) 362-7189.

Customized Training Program

The Department of Corporate and Continuing Education provides training for industry at CFCC as well as on-site for businesses. Topics vary widely according to industry need and can be customized. Examples of industry offerings include: technical training, basic computer and software program skills, oral and written communication skills, management, supervision, quality standards, customer service, and team-building. The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program integrates the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry (G.S. 115D-5.1e). The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the state while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

For more information, call (910) 362-7050.

Electrical Apprenticeship Training

Offered in partnership with the NC Department of Labor, this program is designed to provide the specific skills associated with the electrical trade. On-the-job training, combined with classroom instruction, develops the employees' hands-on-skills, and results in the award of a certificate as a journeyman in the trade.

For more information, call (910) 362-7319.

Welding: 4 Modules

Topics include Blueprint Reading, Virtual Welding Simulation, and Testing/Inspection.

Qualifications: Upon completion of this course, students will demonstrate and understand how to read blueprints using symbols and specifications, use the virtual welding simulation software, and better understand the testing/inspection qualifications. Students who complete this first course will be eligible for hands-on welding courses to earn AWS certifications in MIG, TIG, and Stick welding.

About Duke Energy: Duke Energy has recognized that even though the Carolinas have top-rated community and technical college systems, budgetary constraints present a challenge for them. Duke Energy's Community College Grant Program provides a financial boost that helps enable college systems to extend their expertise, to provide rewarding opportunities for students, and ultimately, to help revitalize manufacturing in the Carolinas.

About North Carolina Community Foundation: North Carolina Community Foundation administers the Duke Energy Community College Grant Program in the Duke Energy Progress area of the state. The Foundation is the single statewide community foundation in North Carolina, serving the philanthropic needs of donors and a broad range of charitable purposes in North Carolina. Visit www.nccommunityfoundation.org.

Small Business Center

The Small Business Center is a provider of education, high-quality/low-cost training, and referrals developed to increase the success rate and number of viable small businesses in Pender and New Hanover counties. Contact the SBC at (910) 362-7469.

The following services are provided:

- CLASSES/SEMINARS: Targeted to prospective and existing Small Business owners including topics like Business Basics, Marketing, Financials, Writing the Business Plan, Quickbooks, Grant Writing, and Customer Service just to name a few!
- COUNSELING: free, confidential one-on-one business counseling
- REFERENCE LIBRARY: Access to our Reference Library is available by appointment and includes Internet Access, business planning, and accounting software, marketing/website videos, and business books.

Visit us online at http://www.cfcc.edu/sbc to register for classes, find how-to startup documents, and download helpful demographics and statistics to aid in writing a business plan, or call the SBC at (910) 362-7216.

Healthcare and Life Sciences Department

Nurse Aide Program

For Wilmington information and class schedules, call (910) 362-7181 or (910) 362-7370. For Burgaw Center information and class schedules call (910) 259-4966 or (910) 362-7370.

Nurse Aide Level I - Prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults.

Nurse Aide Refresher - A refresher course designed for skill/competency testing of Nurse Aide I employees.

Nurse Aide Level II - Prepares Nurse Aides to perform more complex nursing skills.

Nurse Aide Level II Refresher (with Competency Assessment) - This Refresher with competency assessment is available for the Nurse Aide II who has an expired Nurse Aide II listing.

Personal and Home Care Aide - this course provides advanced training in Home Care for the Nurse Aide I.

Substance Abuse Counseling Program

This program gives students the 270 hours required for the educational training for becoming a Certified Substance Abuse Counselor. This training is approved by the North Carolina Substance Abuse Professional Practice Board. Other requirements for becoming certified can be found at www.ncsappb.org.

For more information, call (910) 362-7319.

Medical Specialist

This program is made up of 4 courses: Anatomy & Physiology and Medical Terminology, Introduction to Medical Coding, Advanced Medical Coding, and Medical Coding Exam Prep. Students may choose two options for training, either online or in the classroom. Students wanting to get into the program must attend an orientation session prior to the start of the semester.

For more information, call (910) 362-7196.

Public Safety Department

Emergency Medical Technician/Paramedic Program

For information and class schedules, call (910) 362-7751.

Emergency Medical Technician training prepares the student to perform basic and advanced patient care in a pre-hospital setting. After successful completion of the course, a state examination is required for credentialing. Courses offered include initial Medical Responder, Emergency Medical Technician, Intermediate, Paramedic, as well as continuing education for all levels of EMT training.

Concealed Carry Safety Course

Teaches the aspects of the N.C. Concealed Carry-Handgun law including fundamentals of safety and basic marksmanship. Six (6) hours of classroom and six (6) hours range training. The course is offered twice a year.

Call (910) 362-7189 for information and class schedules

In-Service Law Enforcement Continuing Education Courses

Courses are available for sworn law enforcement officers affiliated with an existing law enforcement agency. For more information call (910) 362-7217 or (910) 362-7649.

Fire/Rescue & Emergency Management

The Fire/Rescue Emergency Management Training Department offers fire and rescue training as well as emergency management certification classes in New Hanover and Pender counties. Classes for NC OSFM State Certification and NC State Emergency Management Certification programs are offered by coordinating with area fire departments and emergency management personnel. Firefighter recertification and courses in the latest technology are also offered locally. CERT (Community Emergency Response Team), fire brigade/emergency response team training and customized training programs are available upon request. Call: (910) 362-7799 or (910) 362-7714 for more information.

First Responder Academy

This academy is a comprehensive program which includes Firefighting I & II, Haz-Mat,Technical Rescuer, Emergency Vehicle Driving, Rapid Intervention and other vital information necessary for future firefighters.

For additional information about the Academy, please call (910) 362-7770 or e-mail firetraining@cfcc.edu.

NC OSFM State Certification Programs

Firefighter I & II
Driver Operator-Emergency Vehicle Driving
Aerial Operations
Pump Operations
Hazardous Materials
Technical Rescuer (TR)
TR Vehicle & Machinery Rescue
TR Rescue Ropes
TR Confined Space
TR Trench
TR Collapse
TR Wilderness
TR Water Rescue
Fire Life Safety Educator
Fire Officer
Fire Instructor
Marine Firefighting

NC Emergency Management State Certification Program

NC Emergency Management-Levels I-IV All Hazards Courses
Call 362-7799 or 362-7714 for more information.

NIMS ICS (National Incident Management System) Incident Command System

The National Incident Management System (NIMS) provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations, including all first responders, to work together effectively during domestic incidents. The intent of NIMS is to be applicable across a full spectrum of potential incidents and hazard scenarios, regardless of size or complexity and improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. NIMS provides for interoperability and compatibility among all responders.

NIMS ICS-700 National Incident Management System-An Introduction
NIMS ICS-100 NIMS: Introduction to the Incident Command System
NIMS ICS-200 NIMS: ICS for Single Resources and Initial Action Incidents
NIMS ICS-300 NIMS: Incident Command System, Intermediate
NIMS ICS-400 NIMS: Incident Command System, Advanced
NIMS ICS-402 NIMS: Overview for Executives. Senior Officials
NIMS ICS - special classes upon request.

Call 362-7799 or 362-7770 for more information.

Weekend Fire Schools

Pender County Firefighters' Association Fire & Rescue School - annually in January
New Hanover County Firefighters' Association Fire & Rescue School - annually in April
Eastern Carolina Firefighters' Association Fire & Rescue School - annually in October

Call 362-7799 or 362-7770 for more information.

Fire/Security Alarms System Technician (FAST)

The Fire Alarm System Training (FAST) program is designed to produce competent and qualified individuals in the field of alarm systems. It is our belief that properly trained and knowledgeable alarm system designers and technicians will reduce the losses due to fire or false alarms and improve the quality of life in the community. This program is offered online.

For more information contact Paul Inferrera at pinferrera@cfcc.edu.

Burgaw Center

100 East Industrial Drive, Burgaw, North Carolina 28425
Phone: (910) 259-4966 or 362-7900 Fax: (910) 259-9048

The CFCC Burgaw Center offers continuing education classes at this Pender County location. Pre-registration is required, call: (910) 259-4966 or (910) 362-7901. The curriculum classes that meet in Burgaw Center are registered through the main campus at CFCC in Wilmington, NC.

Alston W. Burke Center

621 NC Highway 210 E
Surf City, North Carolina 28445

CFCC offers continuing education classes at the Alston W. Burke Center. Pre-registration is required, call: (910) 362-7930.

Online Learning

Online Learning (OL) refers to all courses in which a portion of instruction takes place online. There are two types of OL courses: Internet and Hybrid. Internet courses are fully online courses where the students and instructors typically do not meet face-to-face, but instead interact entirely in an online environment. These courses are always indicated by an "I" in the course code (e.g. CIS-110-I2 and BIO-240-I1). Hybrid courses have both a face-to-face (in-classroom) component and an online component. These courses are always indicated by a "Y" in the course code (e.g. BIO-112-DY1 and ACA-122-NYE1A).

Note: Some Internet and Hybrid courses may have required face-to-face, proctored exams. Please contact the individual instructor or department to determine if a particular section has such a requirement.

Online Learning courses follow the same college requirements as traditional courses. College policies, such as admission, withdrawal, financial aid, etc. apply to OL courses. OL courses are not self-paced. They follow the same college calendar as face-to-face courses.

Online Learning requires students to pace their work and meet regular deadlines. These courses can, when fully online, require a minimum of 6-10 hours of independent work each week. Because of this, OL courses are best suited for students who are strongly self-motivated, self-disciplined, and have excellent time management skills. Additionally, because all OL courses require the use of a computer, they should only be taken by students who are already comfortable using computers for various types of applications, such as word processing, web browsing, chat, discussion boards, etc., and who are proficient in communicating in writing alone. A tutorial for Blackboard--the online environment where OL courses are taught--is available at http://online.cfcc.edu and can be accessed using the generic username and password given on that page.

More Online Learning resources can be found at http://cfcc.edu/online/.

Online Learning Attendance

Attendance in Online Learning courses is measured not only by first login, but also by completing an initial "Enrollment Verification" assignment and completion of required course work. In Hybrid courses, where students meet face-to-face and online, attendance may be measured by presence at the first (and subsequent) face-to-face-meetings, completion of the online "Enrollment Verification" assignment and assigned coursework, or both.

"Enrollment Verification" (EV) activities, sometimes called "Introduction" or "Ice Breaker," require the student to 1) login to the Blackboard course site and 2) complete an activity that involves engagement with course material. Failure to login and complete the EV activities for each Internet and Hybrid course by the 10 percent date of the class (which should be announced by the instructor) may result in the student being dropped by the instructor as a "No Show" and assigned a non-punitive transcript grade of "NS." No tuition and fee adjustments will be made.

Help completing the Enrollment Verification activity can be found at http://cfcc.edu/online/help-page/#ev.

PROGRAMS OF STUDY

	Code	Degree	Diploma	Certificate	Gainful Employment
COLLEGE TRANSFER PROGRAMS					
Associate in Arts	A10100	AA			
Associate in Science	A10400	AS			
Associate in Fine Arts					
Pre-Majors					
Art	A1020A	AFA			
Drama	A1020C	AFA			
Music and Music Education	A1020D	AFA			
TECHNICAL & VOCATIONAL PROGRAMS					
Accounting	A25100	AAS	*	*	GE
Air Conditioning, Heating, and Refrigeration Technology	D35100		*	*	GE
Architectural Technology	A40100	AAS			
Associate Degree Nursing	A45110	AAS			
Associate in General Education	A10300	AGE			
Automotive Systems Technology	A60160	AAS	*	*	GE
Baking and Pastry Arts	A55130	AAS			
Basic Law Enforcement Training	C55120			*	GE
Boat Building	D35120		*	*	GE
Boat Manufacture and Service	D60330		*		GE
Business Administration	A25120	AAS	*	*	GE
Cardiovascular Sonography	D45160		*		GE
Carpentry	D35180		*	*	GE
Chemical Technology	A20120	AAS			
Collision Repair and Refinishing Technology	D60130		*	*	GE
Community Spanish Interpreter	A55370	AAS			
Computer Integrated Machining	A50210	AAS		*	GE
Computer Technology Integration	A25500	AAS	*	*	GE
Construction Management Technology	A35190	AAS		*	GE
Cosmetology	A55140	AAS	*	*	GE
Criminal Justice Technology	A55180	AAS		*	
Culinary Arts	A55150	AAS	*		GE
Dental Assisting	D45240		*		GE
Dental Hygiene	A45260	AAS			
Diesel and Heavy Equipment Technology	A60460	AAS	*	*	GE
Early Childhood Education	A55220	AAS	*	*	GE
Electrical Systems Technology	A35130	AAS	*	*	GE
Electronics Engineering Technology	A40200	AAS	*	*	GE
Emergency Medical Science	A45340	AAS			
Esthetics Instructor	C55270			*	GE
Esthetics Technology	C55230			*	GE
Film and Video Production Technology	A30140	AAS	*	*	GE

	Code	Degree	Diploma	Certificate	Gainful Employment
Fire Protection Technology	A55240	AAS			
Healthcare Business Informatics	A25510	AAS			
Hospitality Management	A25110	AAS		*	GE
Industrial Systems Technology	A50240	AAS	*	*	GE
Interior Design	A30220	AAS			
Interpreter Education	A55300	AAS			
Landscape Gardening	A15260	AAS		*	
Marine Technology	A15320	AAS			
Mechanical Engineering Technology	A40320	AAS	*	*	GE
Mechatronics Engineering Technology	A40350	AAS			
Medical Office Administration	A25310	AAS			
Medical Sonography	A45440	AAS			
Nuclear Technology	A50460	AAS			
Occupational Therapy Assistant	A45500	AAS			
Paralegal Technology	A25380	AAS	*	*	GE
Pharmacy Technology	A45580	AAS	*		GE
Phlebotomy	C45600			*	
Plumbing	D35300		*		GE
Practical Nursing	D45660		*		GE
Radiography	A45700	AAS			
Real Estate Licensing	C25480			*	
Surgical Technology	A45740	AAS			
Sustainability Technologies	A40370	AAS		*	GE
Truck Driver Training	C60300			*	
Welding Technology	D50420		*	*	GE

AA-Associate in Arts Degree (College Transfer) Two-Year Program
AS-Associate in Science Degree (College Transfer) Two-Year Program
AAS-Associate in Applied Science Degree Two-Year Program
AFA-Associate in Fine Arts Degree (College Transfer) Two-Year Program
AGE-Associate in General Education Degree Two-Year Program
Diploma-One-Year Program
Certificate-Program length varies

CFCC Disclosure Statement of Compliance for
Promotional Materials of Gainful Employment Programs.
Programs designated as Gainful Employment (GE) are marked as such to comply with federal regulations requiring colleges to make available certain information about students enrolled in certain Title IV eligible programs that have been identified as gainful employment (GE) programs for a recognized occupation. For more information about graduation rates, the median debt of students who completed the program and other information, please visit our website at http://cfcc.edu/gainfulemployment/.

General Education Values Statement

General Education Courses and Competencies

All associate degree programs at Cape Fear Community College (CFCC) comply with the program standards established by the North Carolina Community College System. Each degree program includes a general education component consisting of a minimum of 15 credit hours:

- The Associate in General Education program requires a minimum of 15 general education credit hours;
- The Associate in Applied Science programs require a minimum of 15 general education credit hours;
- The Associate in Arts and Associate in Science programs require a minimum of 45 general education credit hours; and
- The Associate in Fine Arts programs require a minimum of 28 general education credit hours.

Degree programs' general education components are comprised of courses from some or all of the following areas: communications, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics.

General education courses are designed to introduce students to a wide variety of academic topics and traditions. These courses also help promote students' attainment of CFCC's general education competencies, which represent the broad areas of knowledge and skills that students develop in the general education component of their degree programs. CFCC's general education competencies include:

- **Computer Literacy:** Utilizing computing technologies for academic, professional, and personal productivity.
- **Critical Thinking:** Applying critical thinking to problems, scenarios, and arguments in order to reach sound solutions, decisions, and positions.
- **Global Awareness:** Utilizing the knowledge and skills necessary for understanding world events, cultures, and social institutions.
- **Oral Communications:** Using oral communications skills to convey information, ideas, and arguments to specific audiences.
- **Quantitative Reasoning:** Utilizing quantitative reasoning skills to make sense of and solve numerical problems and scenarios.
- **Scientific Reasoning:** Using fundamental scientific concepts and theories to analyze problems, observations, and/or experiments.
- **Written Communications:** Using written communications skills to convey information, ideas, and arguments to specific audiences.

These competencies promote learners' appreciation for intellectual rigor, academic integrity, cultural diversity, and responsible citizenship.

College Transfer/University Parallel

General Information and Articulation Agreements

University of North Carolina Minimum Admission Requirements, Effective Fall 2006
(More commonly referred to as "Minimum Course Requirements" or "MCR")

To enroll in a senior institution in the University of North Carolina (UNC) System, students whose high school class graduated in 1990 or later must have completed the following high school requirements:

- Four (4) units of English (emphasizing grammar, composition, and literature)
- Two (2) units of a language other than English
- Four (4) units of mathematics in any of the following combinations:
    - Algebra I and II and geometry and one unit beyond Algebra II, or
    - Algebra I and II and two units beyond Algebra II, or
    - Integrated Mathematics I, II, and III and one unit beyond Integrated Math III (The fourth unit of mathematics affects applicants to all UNC institutions except the North Carolina School of Arts. The mathematics courses with Algebra II as a prerequisite that meet the new UNC Minimum Course Requirement are AP Calculus; AP Statistics; Pre-Calculus, formerly Advanced Math; Discrete Mathematics; IB Mathematics IV; and Advanced Functions and Modeling.)
- Two (2) units of social studies (including one unit of US history)
- Three (3) units of science (including a unit of life or biological science, a unit of physical science, and at least one laboratory course).

If a student has not met all the above requirements, the student is considered deficient in MCR. To remove an MCR deficiency and enroll in the UNC System, a student may choose one of the following options:

1. Earn an Associate in Arts degree, an Associate in Science degree, a baccalaureate, or any other higher degree.
2. Complete the following:

    - Six (6) semester hours of freshman composition.
    - Six (6) semester hours of college-level mathematics (must have an M-A-T prefix).
    - Six (6) semester hours of natural sciences.
    - Six (6) semester hours of social and behavioral sciences.
    - Six (6) semester hours of a foreign-language sequence (for students who graduate from high school in 2003-04 and beyond).

Students should always check with the Admissions Office of the receiving institution for the most current transfer information. Effective fall of 2014, UNC institutions will develop, publish, and maintain four-year degree plans identifying community college courses that provide pathways leading to associate degree completion, admission Into the major, and baccalaureate completion. Students who complete the AA or AS degree and the degree plan tracks published by a UNC institution, and who are accepted into that institution and into that major within four years of initial enrollment at the community college, will continue into that major at the UNC institution with all courses fulfilling lower division general education requirements.

The North Carolina Comprehensive Articulation Agreement

To facilitate the transfer of students between the North Carolina Community College System and the constituent institutions of the University of North Carolina System, the North Carolina General Assembly mandated the Comprehensive Articulation Agreement (CAA). The CAA applies to students who are pursuing an Associate in Arts or an Associate in Science degree and provides guidance to those who are pursuing an Associate in Fine Arts degree. The main difference between the Associate in Arts and the Associate in Science degrees is that the Associate in Science degree requires a stronger background in math and science. Effective fall of 2014, both degrees consist of a minimum of 45 general education credit hours and a minimum of 15 electives. Since the Associate in Fine Arts degree contains only 28 semester hours in the general education core, students may still be required to complete the general education courses of the receiving institution. The general education courses provide opportunities for students to know the philosophy, literature, institutions, and art of their own culture and other cultures; to understand math and science; to communicate with others and develop a sense of community. These courses also help students achieve competencies in the following: reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Students should choose electives that align with their intended major and institution.

While general education courses may be used as electives, electives may not be used to fulfill general education requirements. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, before or after transfer to the senior institution. Only 60-61 semester hours are guaranteed to transfer.

To receive the maximum benefit from the CAA, students may transfer as juniors if they follow these guidelines:

- Earn an Associate in Arts degree or an Associate in Science degree.
- Earn a grade of "C" or better in all CAA courses.
- Earn an overall grade-point average of a "C" or a 2.0 at the time of transfer (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about the admission and program standards. Some UNC institutions do not accept grades of a "C-," even though CFCC will accept a "C-.")
- Obtain acceptance at the UNC institution.

Under the CAA, no student is guaranteed admission to the UNC institution of his/her choice or to any specific program or professional school in the institution. Admission is a competitive process.

Students Not Completing the Associate in Arts or Associate in Science Degrees

A North Carolina community college student who satisfactorily completes, with a grade of "C" or better, courses identified in the Universal General Education Transfer Component (UGETC) will receive credit applied toward the university's lower-division general education course requirements, subject to the following distribution limit: maximum of 6 hours in English Composition, 9 hours in Humanities/Fine Arts/Communications, 9 hours in Social/Behavioral Sciences, 8 hours in Mathematics, and 8 hours in the Natural Sciences.

A North Carolina community college student who satisfactorily completes a transfer course that is not designated as a UGETC course will receive transfer credit for the course. The receiving institution will determine whether the course will count as general education, pre-major, or elective credit. (Source: CAA Manual, February 21, 2014)

Transfer of Courses Not Originated at North Carolina Community Colleges

Transfer credit for courses that originate at a UNC institution or an independent college or university that is part of the CAA is acceptable as part of a student's successfully completed general education core or associate in arts or associate in science program under the CAA.

Transfer courses that do not originate at a North Carolina community college may be used under the CAA with the following stipulations:

a. Courses must be completed at a regionally accredited institution of higher education (like the Southern Association of Colleges and Schools, the North Central Association of Colleges and Schools, and the New England Association of Schools and Colleges); and
b. Courses must meet the general education requirements; and
c. Courses may total no more than 14 semester hours of credit of the general education course credit.
d. For courses not originating at a North Carolina community college, if the courses are used to complete the associate in arts or science degree, the courses will be taken as a complete package. Otherwise, if 14 or fewer

hours are presented without completion of the associate in arts or science, then the receiving institution will consider the courses on a course-by-course basis.

Transfer Assured Admissions Policy (TAAP)
The Comprehensive Articulation Agreement (CAA) assures the admission of a North Carolina community college graduate to one of the sixteen (16) University of North Carolina (UNC) institutions with the following stipulations:

- Admission is not assured to a specific campus or program or major.
- Students must have graduated from a North Carolina community college with an Associate in Arts or an Associate in Science degree.
- Students must meet all requirements of the CAA.
- Students must have a minimum grade-point average of 2.0 on a 4.0 scale, as calculated by the college from which they graduated, and a grade of "C" or better in all CAA courses. (Note: If the entering grade-point average of the receiving institution is higher than the 2.0 CAA grade-point average, the student must comply with the requirement of the receiving institution. Students should always contact the receiving institutions for the latest information about admission and program standards.)
- Students must be academically eligible for re-admission to the last institution attended.
- Students must meet judicial requirements for the institution to which they apply.
- Students must meet all application requirements at the receiving institution, including the submission of all required documentation by stated deadlines.

If a student is denied admission to a UNC institution, he or she should receive a letter from that institution directing the student to the College Foundation of North Carolina (CFNC) website. At the CFNC website, the student will be presented with the conditions of the TAAP. If these conditions are met, the student will be given information regarding space availability and contacts within other UNC institutions. The student should contact those institutions and get specific information about admissions and available majors.

If the steps above do not result in admission to a UNC institution, then the student should contact the CFNC Resource Center at 1-866-866-CFNC.

The Articulation Agreement Between Cape Fear Community College and The University of North Carolina at Wilmington
Effective March 1, 1999, the University of North Carolina at Wilmington (UNCW) agrees to accept for academic credit college transfer course work completed at Cape Fear Community College (CFCC). Graduates of a college transfer program at CFCC may receive automatic admission provided that space is available, which is usually in the summer and the fall, and may transfer to UNCW as a junior if they meet the following criteria:

- Earn at least a "C" in each transferable course
- Earn an overall grade-point average of a "B" or a 3.0 on a 4.0 scale (based on CFCC's calculation)
- Complete an Associate in Arts degree or an Associate in Science degree
- Complete the admissions process at UNCW.

One foreign language course (3 SHC) is required under the bilateral agreement, and the PE requirement is waived. The foreign language course may be taken at CFCC or UNCW.

Purpose of the College Transfer Programs
Most of the college transfer programs provide the first two years or the basic studies requirements of a baccalaureate degree. If students plan to transfer to a four-year college or university, they should declare a college transfer program as their program of study. Cape Fear Community College (CFCC) offers five college transfer programs: one (1) associate in arts, one (1) associate in science, and three (3) associate in fine arts.

These academic programs help students develop the abilities to solve problems, understand scientific principles, write and speak effectively, use computers, reason and think critically, research, understand cultures, manipulate numerical data, and work in teams—invaluable workplace skills for the 21st century. Across the college transfer curricula, faculty try to adapt to students' learning styles by using a variety of teaching techniques. In turn, students are expected to adapt to a variety of teaching styles. To evaluate student performance, faculty use some of the following methods: critical analysis papers and research papers; article reviews; book critiques; organized discussions; video summaries and applications; journals and novels; study guides/concept sheet assignments; readers' analysis of readings; debates; current events papers; project/oral presentations; exams/quizzes (true/false, fill in the blanks, short answers, multiple choice, essay); portfolios; hands-on assignments and faculty observation; peer reviews; role-playing; resumes, business letters, and compositions.

Enrollment in the college transfer programs averages 3,400 students per semester, excluding summer sessions. A majority of CFCC students transfer to UNC-Wilmington, East Carolina University, Appalachian State University, North Carolina State University, and UNC-Charlotte.

Choosing a Program of Study
When choosing a program of study, students should

- Consider their talents/abilities, personality, and passions/dreams.
- Research the career of their choice for information about the following: the nature of the career, qualifications, salary range, market demand, employment locations, and related fields. For information about careers, students may visit CFCC's Career and Testing Services.
- Be willing to change their program if they discover a more rewarding academic field. Through a classroom project, an extracurricular activity, or an interview with someone in a field, a student may decide his or her career goal. Review the websites about academic majors from senior institutions.

The Public Institutions in the University of North Carolina System and Their Website Addresses

Appalachian State University
http://www.appstate.edu/

Appalachian State University
http://www.appstate.edu/

East Carolina University
http://www.ecu.edu/admissions/

Elizabeth City State University
http://www.ecsu.edu/admissions/

Fayetteville State University
http://www.uncfsu.edu/admissions/

North Carolina A&T State University
http://www.ncat.edu/~admit/

North Carolina Central University
http://www.nccu.edu/Admissions/Transfer/index.shtml

North Carolina School of the Arts
http://www.ncarts.edu/

North Carolina State University
http://www.fis.ncsu.edu/uga/_vti_bin/shtml.exe/admissio.htm/map

UNC-Asheville
http://bulldog.unca.edu/admissions/

UNC-Chapel Hill:
http://www.unc.edu/admissions/

UNC-Charlotte
http://www.uncc.edu/admissions/

UNC-Greensboro
http://www.uncg.edu/reg/TransferCredits/CommCollege/CCindex.html

UNC-Pembroke
http://www.uncp.edu/admissions/HTML/transferadmissions.htm

UNC-Wilmington
http://www.uncwil.edu/admissions/TRNadm.htm

Western Carolina University
http://admissions.wcu.edu/

Winston-Salem State University
http://www.wssu.edu/admiss.asp

The Private Colleges and Universities in North Carolina that Endorse the Statewide Comprehensive Articulation Agreement and Their Website Addresses

Barton College
http://www.barton.edu/

Belmont Abbey College
http://www.belmontabbeycollege.edu/admissions/

Bennett College
http://www.bennett.edu/

Brevard College
http://www.brevard.edu/admissions/transfer.html

Campbell University
http://www.campbell.edu/adm/undergrad/credit.html

Catawba College
http://www.catawba.edu/prospect/index.htm

Chowan College
http://www.chowan.edu/

Gardner-Webb University
http://www.gardner-webb.edu/search.shtml

Johnson C. Smith University
http://www.jcsu.edu/admis.htm

Lees-McRae College
http://www.lmc.edu/admissions/

Livingstone College
http://www.livingstone.edu/admissions.htm

Louisburg College
http://www.louisburg.edu/admissions/admissions.htm

Mars Hill College
http://www.mhc.edu/prospect.asp

Montreat College
http://www.montreat.edu/

Mount Olive College
http://www.mountolive.edu/Admissions/admissions.htm

North Carolina Wesleyan College
http://www.ncwc.edu/admission/

Peace College
http://www.peace.edu/index-flash.htm

Pfeiffer College
http://www.pfeiffer.edu/

Queens University of Charlotte
http://www.queens.edu/

Saint Andrews Presbyterian College
http://www.sapc.edu/main.html

St. Augustine's University
http://www.st-aug.edu/index2.htm

Shaw University
http://www.shawuniversity.edu/

Warren Wilson College
http://www.warren-wilson.edu/main/

Wingate University
http://www.wingate.edu/home.asp

Art Supplies - In addition to the purchase of a textbook, some art classes require students to purchase supplies. The following costs are estimations and will depend on the instructor, the place of purchase, and the maker/manufacturer: ART 121 - Design I, $75-$100; ART 131 - Drawing I, $80 - $100; ART 240 - Painting I, $150-$175 (an additional $80 needed if a class wants to learn about watercolors and oils/ acrylics.); and ART 261- Photography I, $120 for film, paper and supplies. ART 261 also requires students to have a manual 35-millimeter camera. ART 283 - Students in ART 283 Ceramics I, must pay $10-$20 for a personal tool packet, available at the CFCC Bookstore.

Math Supplies - Students are required to purchase a graphic calculator (an estimate of $100) if they enroll in the following math classes: MAT 121, MAT 122, MAT 152, 171, 172, 271, 272, and 273. (TI-84Plus is recommended.)

Internet, hybrid, and some face-to-face math courses require a MyLab Plus student access card. This card is included with the purchase of a new textbook from the CFCC bookstore and is used to access the online portion of the class. If a used book is purchased, the card must be purchased separately at an additional cost either at the CFCC Bookstore or online from the publisher of the textbook.

Physical Education (PED) Information

Some PED courses require membership at an approved commercial facility. The cost ranges from $20 to $144 depending on the course and the facility.

- Some PED courses meet off campus at local parks.
- All PED courses require a physical activity component.

Details on specific PED course requirements may be found in the COURSE DESCRIPTION section at the rear of the catalog.

Science Supplies

Interest, hybrid, and face-to-face science courses may require software as an online supplement. This software will be included with the purchase of a new textbook from the CFCC Bookstore. The software may also be purchased separately at an additional cost if one is using a used textbook.

Students enrolled in BIO 175 are required to buy their own disposable lab coats, gloves, and goggles. These items may be purchased through the CFCC Bookstore. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled In CHM 131/131A, 151, 152, 251 and 252 are required to buy safety glasses that give full coverage with side protection for the eyes. Safety glasses may be purchased through the CFCC Bookstore. In addition, students taking CHM 251 and 252 will also need to purchase a cloth lab coat. More information concerning lab coats and safety glasses will be given during the first day of class.

Students enrolled in the Internet sections of BIO 110 or CHM 151, as designated as "I" followed by the section number, are required to purchase a science lab kit. Please check with the CFCC Bookstore for the cost of the kit.
Students enrolled in the Internet sections of PHY 110 are required to purchase a metric ruler, a metric stick and a 128 Hz tuning fork. Please check the instructor's syllabus for purchasing details.

Staying Informed

Students should observe the school calendar, published in the front of the catalog, and read their CFCC email regularly to keep current. Such information as the following is provided: College Day at CFCC; announcements about the monthly visits from UNCW representatives on CFCC's campus, fall and spring semesters; the Spring Fling; announcements about the Advisement Period; the dates for non-punitive withdrawals from classes.

A List of the College Transfer Courses Offered at CFCC

(Reminder: Students are responsible for knowing the prerequisites/corequisites and complying with them. The transfer of a course may depend on several factors, such as the grades earned in the courses, the semester that certain grades—below "Cs"-- were earned, the transfer equivalency sheets of senior institutions, and the number of credit hours earned from various institutions of higher education. Students should always review the transfer requirements of the receiving institution, particularly the course equivalency list.)

ACA 122
ACC 120*
ACC 121*
ANT 210*
ANT 220*
ANT 240*
ART 111*
ART 114*
ART 115*
ART 116*
ART 117*
ART 121*
ART 122*
ART 132*
ART 171*
ART 212*
ART 214*
ART 231*
ART 232*
ART 240*
ART 241*
ART 245*
ART 246*
ART 247*
ART 248*
ART 250*
ART 251*
ART 252*
ART 261*
ART 262*
ART 264*
ART 265*
ART 266*
ART 267*
ART 271*
ART 281*
ART 282*
ART 283*
ART 284*
ART 285*
ART 286*
BIO 110*
BIO 111*
BIO 112*
BIO120*
BIO 130*
BIO 140*
BIO 140A*
BIO 143*
BIO 150*
BIO 163*
BIO 168*
BIO 169*
BIO 175*
BIO 250*
BUS 115*
BUS 137*
CHM 130*
CHM 131*
CHM 131A*
CHM 132*
CHM 151*
CHM 152*
CHM 251*
CHM 252*
CIS 110*
CIS 115*
CJC 111*
CJC 121*
CJC 141*
COM 110*
COM 111*
COM 120*
COM 140
COM 150
COM 160
COM 231*
COM 232
COM 233
COM 250
COM 251*
COM 252
CSC 151*
CTS 115*
DRA 111*
DRA 120*
DRA 122*
DRA 126*
DRA 128*
DRA 130*
DRA 131*
DRA 135*
DRA 136*
DRA 140*
DRA 141*
DRA 142*
DRA 145*
DRA 147
DRA 170*
DRA 171*
DRA 175*
DRA 176
DRA 211*
DRA 212*
DRA 230*
DRA 231*
DRA 240*
DRA 260*
DRA 270*
DRA 271*
DRA 275
DRA 276*
ECO 151*
ECO 251*
ECO 252*
EDU 216*
ENG 111*
ENG 112*
ENG 113*
ENG 114*
ENG 125*
ENG 126*
ENG 131*
ENG 231*
ENG 232*
ENG 241*
ENG 242*
ENG 261*
ENG 262*
ENG 272*
ENG 273*
ENG 274*
FRE 111*
FRE 112*
FRE 181*
FRE 182*
FRE 211*
FRE 212*
GEL 111*
GEL 113*
GEL 230*
GER 111*
GER 112*
GER 181*
GER 182*
GER 211*
GER 212*
HIS 111*
HIS 112*
HIS 115*
HIS 116*
HIS 121*
HIS 122*
HIS 131*
HIS 132*
HIS 221*
HIS 227*
HIS 228*
HIS 229*
HUM 110*
HUM 115*
HUM 120*
HUM 121*
HUM 122*
HUM 130*
HUM 140*
HUM 150*
HUM 160*
HUM 161*
HUM 170*
HUM 180*
HUM 220*
HUM 230*
JOU 110*
JOU 217*
MAT 143*
MAT 152*
MAT 171*
MAT 172*
MAT 263
MAT 271*
MAT 272*
MAT 273*
MUS 110*
MUS 111*
MUS 112*
MUS 113*
MUS 114*
MUS 121*
MUS 122*
MUS 123*
MUS 131*
MUS 132*
MUS 135*
MUS 136*
MUS 137*
MUS 138*
MUS 141*
MUS 142*
MUS 151*
MUS 152*
MUS 161
MUS 162*
MUS 175
MUS 176
MUS 210*
MUS 211*
MUS 212*
MUS 214*
MUS 215*
MUS 221*
MUS 222*
MUS 231*
MUS 232*
MUS 235*
MUS 236*
MUS 237*
MUS 238*
MUS 241*
MUS 242*
MUS 251*
MUS 252*
MUS 253*
MUS 261*
MUS 262*
MUS 271*
MUS 272*
PED 110*
PED 113*
PED 117*
PED 120*
PED 122
PED 123
PED 124*
PED 125*
PED 128*
PED 129*
PED 130*
PED 131*
PED 132*
PED 143*
PED 145*
PED 147*
PED 148*
PED 149*
PED 154*
PED 170*
PED 210*
PED 211*
PED 216*
PED 219*
PHI 210*
PHI 215*
PHI 220*
PHI 221
PHI 230*
PHI 240*
PHY 110*
PHY 110A*
PHY 151*
PHY 152*
POL 110*
POL 120*
POL 130*
POL 210*
POL 220*
POL 250*
PSY 150*
PSY 211*
PSY 241*
PSY 259*
PSY 263*
PSY 281*
REL 110*
REL 111*
REL 112*
REL 211*
REL 212*
REL 221*
SOC 210*
SOC 213*
SOC 220*
SOC 230*
SOC 232*
SOC 234*
SOC 240*
SOC 242*
SPA 111*
SPA 112*
SPA 141*
SPA 161*
SPA 181*
SPA 182*
SPA 211*
SPA 212*
SPA 221*
SPA 231*

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Note: Courses in **bold type** are Universal General Education Transfer Components (UGETC)

ASSOCIATE IN ARTS

A.A. Degree (A10100)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented in the fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Arts degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the UNC System with junior status. To graduate from CFCC under this agreement, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or better, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC will accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

It is the responsibility of the student to meet all graduation requirements.

Students are advised to take **ACA 122: College Transfer Success** in their first or second semester and create a suitable plan of study. Students are required to demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CSC 151. If a student is enrolled in the last semester of course work, is computer-competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: http://cfcc.edu/transfer/current-student/.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: http://cfcc.edu/transfer/curriculum-pathways/.

The Associate in Arts program requirements are outlined as follows:

1. **Universal General Education Transfer Component** (**32-33** semester-hour credits)—These courses are sometimes referred to as the UGETC courses and are supposed to transfer for equivalency credit at the 16 University of North Carolina institutions.
2. **Additional General Education Courses** (**14** semester-hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that your senior institution has recommended or required for your respective major.
3. **Other Requirements** (**14** semester-hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on the intended major of the senior institution.

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT .... 32-33 SHC

English Composition .... 6 SHC

ENG 111	Writing and Inquiry	3
ENG 112	Writing Research in the Disciplines	3

Humanities/Fine Arts .... 9 SHC

Select one course from each group below.

Group I-Choose one course:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3

Group II-Choose one course:

ENG 231	American Literature I	3
ENG 232	American Literature II	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Group III-Choose one unused course:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences .... 9 SHC

Select one course from each group below.

Group I-Choose one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3

Group II-Choose one course:

ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Group III-Choose one unused course:

ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Mathematics .... 3-4 SHC

Choose one course:

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

Natural Sciences .... 4 SHC

Choose one course (Reminder: PHY 110 has a mandatory lab, which is PHY 110A.):

BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
CHM 151	General Chemistry I	4
GEL 111	Introductory Geology	4
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1

II. ADDITIONAL GENERAL EDUCATION COURSES .... 14 SHC

Critical Thinking .... 6 SHC

Choose two courses (Reminder: BIO 140 and CHM 131 have mandatory labs.):

ART 116	Survey of American Art	3
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology	1
CHM 131	Intro to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 152	General Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Prog & Logic	3
DRA 111	Theatre Appreciation	3
DRA 122	Oral Interpretation	3
DRA 126	Storytelling	3
DRA 211	Theatre History I	3
DRA 212	Theatre History II	3
ECO 151	Survey of Economics	3
ENG 131	Introduction to Literature	3
GEL 113	Historical Geology	4
GEL 230	Environmental Geology	4
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 161	Advanced Film Studies	3
MAT 172	Precalculus Trigonometry	3
MAT 263	Brief Calculus	3
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 113	American Music	3
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
PHI 210	History of Philosophy	3
PHI 220	Western Philosophy I	3
PHI 230	Introduction to Logic	3
PHY 151	College Physics I	4
PHY 152	College Physics II	4
POL 110	Intro to Political Science	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 240	Social Psychology	3

Global Awareness and Foreign languages .... 9 SHC

Choose three courses:

ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3
ART 117	Non-Western Art History	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HUM 120	Cultural Studies	3
HUM 130	Myth in Human Culture	3

HUM 220	Human Values and Meaning	3
MUS 114	Non-Western Music	3
MUS 210	History of Rock Music	3
POL 210	Comparative Government	3
POL 220	International Relations	3
REL 110	World Religions	3
REL 111	Eastern Religions…	3
REL 112	Western Religions	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SOC 230	Race and Ethnic Relations	3

III. OTHER REQUIRED HOURS........................14 SHC

Select a minimum of 14 semester-hour credits, based on your intended major and senior institution. The following two courses are required: ACA 122 (recommended during the student's first or second semester at CFCC) **and** COM 110 or 120 or 140 or 231.

Required course:

ACA 122	College Transfer Success	1

Required course (Choose one.):

COM 110	Introduction to Communication	3
COM 120	Interpersonal Communication	3
COM 140	Introduction to Intercultural Communication	3
COM 231	Public Speaking	3

Other Electives10 SHC

(Reminder: BIO 140 and PHY 110 have mandatory labs.).

ACC 120	Prin of Financial Accounting I	4
ACC 121	Prin of Managerial Accounting	4
ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 116	Survey of American Art	3
ART 117	Non-Western Art History	3
ART 121	Design I	3
ART 122	Design II	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 171	Computer Art I	3
ART 212	Gallery Assistantship I	1
ART 214	Portfolio and Resume	1
ART 231	Printmaking I	3
ART 232	Printmaking II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 245	Metals I	3
ART 246	Metals II	3
ART 247	Jewelry I	3
ART 248	Jewelry II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 264	Digital Photography I	3
ART 265	Digital Photography II	3
ART 266	Videography I	3
ART 267	Videography II	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3
ART 285	Ceramics III	3
ART 286	Ceramics IV	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology	1
BIO 143	Field Biology Minicourse	2
BIO 150	Genetics in Human Affairs	3
BIO 163	Basic Anat & Physiology	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 175	General Microbiology	3
BIO 250	Genetics	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CHM 130	Gen, Org, & Biochemistry	3
CHM 131	Introductory to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 251	Organic Chemistry I	4
CHM 252	Organic Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Programming and Logic	3
CJC 111	Intro to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 110	Introduction to Communication	3
COM 120	Intro to Interpersonal Communication	3
COM 140	Intro to Intercultural Communication	3
COM 150	Intro to Mass Communication	3
COM 160	Small Group Communication	3
COM 231	Public Speaking	3
COM 251	Debate I	3
CSC 151	JAVA Programming	3
CTS 115	Info Systems Business Concept	3
DRA 111	Theatre Appreciation	3
DRA 112	Literature of the Theatre	3
DRA 120	Voice for Performance	3
DRA 122	Oral Interpretation	3
DRA 126	Storytelling	3
DRA 128	Children's Theatre	3
DRA 130	Acting I	3
DRA 131	Acting II	3
DRA 135	Acting for the Camera I	3
DRA 136	Acting for the Camera II	3

DRA 140	Stagecraft I	3
DRA 141	Stagecraft II	3
DRA 142	Costuming	3
DRA 145	Stage Make-up	2
DRA 170	Play Production I	3
DRA 171	Play Production II	3
DRA 175	Teleplay Production I	3
DRA 211	Theatre History I	3
DRA 212	Theatre History II	3
DRA 230	Acting III	3
DRA 231	Acting IV	3
DRA 240	Lighting for the Theatre	3
DRA 260	Directing	3
DRA 270	Play Production III	3
DRA 271	Play Production IV	3
ECO 151	Survey of Economics	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
EDU 216	Foundations in Education	4
ENG 113	Literature-Based Research	3
ENG 114	Professional Research & Reporting	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 131	Introduction to Literature	3
ENG 231	American Literature	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
ENG 272	Southern Literature	3
ENG 273	African-American Literature	3
ENG 274	Literature by Women	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 181	Elementary French Lab1	1
FRE 182	Elementary French Lab 2	1
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 230	Environmental Geology	4
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 181	Elementary German Lab 1	1
GER 182	Elementary German Lab 2	1
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 116	Current World Problems	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
HIS 221	African-American History	3
HIS 227	Native American History	3
HIS 228	History of the South	3
HIS 229	History of the Old South	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 140	History of Architecture	3
HUM 150	American Women Studies	3
HUM 160	Introduction to Film	3
HUM 161	Advanced Film Studies	3
HUM 170	The Holocaust	3
HUM 180	International Cultural Exploration	3
HUM 220	Human Values and Meaning	3
HUM 230	Leadership Development	3
JOU 110	Intro to Journalism	3
JOU 217	Feature/Editorial Writing	3
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
MUS 121	Music Theory I	4
MUS 122	Music Theory II	4
MUS 123	Music Composition	1
MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 135	Jazz Ensemble I	1
MUS 136	Jazz Ensemble II	1
MUS 137	Orchestra I	1
MUS 138	Orchestra II	1
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
MUS 214	Electronic Music I	2
MUS 215	Electronic Music II	2
MUS 221	Music Theory III	4
MUS 222	Music Theory IV	4
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
MUS 235	Jazz Ensemble III	1
MUS 236	Jazz Ensemble IV	1
MUS 237	Orchestra III	1
MUS 238	Orchestra IV	1
MUS 241	Ensemble III	1
MUS 242	Ensemble IV	1

MUS 251	Class Music III	1
MUS 252	Class Music IV	1
MUS 253	Big Band	1
MUS 261	Applied Music III	2
MUS 262	Applied Music IV	2
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 117	Weight Training I	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 124	Run, Swim, Cycle	1
PED 125	Self-Defense-Beginning	1
PED 128	Golf-Beginning	1
PED 129	Golf-Intermediate	1
PED 130	Tennis-Beginning	1
PED 131	Tennis-Intermediate	1
PED 132	Racquetball-Beginning	1
PED 143	Volleyball-Beginning	1
PED 145	Basketball-Beginning	1
PED 147	Soccer	1
PED 148	Softball	1
PED 149	Flag Football	1
PED 154	Swimming for Fitness	1
PED 170	Backpacking	1
PED 210	Team Sports	1
PED 211	New Games	1
PED 216	Indoor Cycling	1
PED 219	Disc Golf	1
PHI 210	History of Philosophy	3
PHI 215	Philosophical Issues	3
PHI 220	Western Philosophy I	3
PHI 230	Introduction to Logic	3
PHI 240	Introduction to Ethics	3
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab…	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
POL 110	Intro to Political Science	3
POL 120	American Government	3
POL 130	State & Local Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
POL 250	Intro to Political Theory	3
PSY 150	General Psychology	3
PSY 211	Psychology of Adjustment	3
PSY 241	Developmental Psychology	3
PSY 259	Human Sexuality	3
PSY 263	Educational Psychology	3
PSY 281	Abnormal Psychology	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Intro to Old Testament	3
REK 212	Intro to New Testament	3
REL 221	Religion in America	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 230	Race and Ethnic Relations	3
SOC 232	Social Context of Aging	3
SOC 234	Sociology of Gender	3
SOC 240	Social Psychology	3
SOC 242	Sociology of Deviance	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 141	Culture and Civilization	3
SPA 161	Cultural Immersion	3
SPA 181	Elementary Spanish Lab 1	1
SPA 182	Elementary Spanish Lab 2	1
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SPA 221	Spanish Conversation	3
SPA 231	Reading and Composition	3

Total Requirement in Semester Hours 60-61

ASSOCIATE IN SCIENCE

A.S. Degree (A10400)

As a result of a legislative mandate from the NC General Assembly, fall of 1997, the 58 North Carolina community colleges and the 16 institutions in the University of North Carolina (UNC) System entered into an agreement called the statewide Comprehensive Articulation Agreement, better known as the CAA. This agreement has been updated, and the revisions were implemented fall of 2014. This agreement includes two degrees—the Associate in Arts and the Associate in Science—and enables North Carolina community college graduates to receive junior status if the graduates meet certain criteria. Students are encouraged to complete their degree before they transfer. Admission to a UNC institution is a competitive process.

The Associate in Science degree requires 60-61 credit hours. It allows students to take the first two years of their baccalaureate degree at CFCC and enables them to transfer to one of the 16 institutions in the University of North Carolina System with junior status. Students in this program may choose majors in architecture, agriculture, biology, chemistry, computer science, dentistry, forestry, mathematics, medicine, pharmacy, and textiles. To graduate from CFCC, students must meet all prerequisite and corequisite requirements, successfully complete all the required CAA courses with a grade of "C" or above, and earn at least a 2.0 overall grade-point average. (Note: To enroll at a senior institution, students must meet the grade-point average requirement of the receiving institution, which may be higher than a 2.0. While CFCC may accept a grade of "C-" from another institution, students should be aware that some UNC institutions will not accept this grade.)

This plan of study is subject to change when the college thinks that such action is in the best interest of the student or the program. It is the responsibility of the student to meet all graduation requirements.

When students enroll at CFCC, they are advised to take **ACA 122: College Transfer Success** in their first or second semester and create a suitable plan of study. Students must also demonstrate their computer competency before graduation by taking CIS 110 or CIS 115 or CSC 151. If a student is enrolled in the last semester of course work, is computer-competent, but has not fulfilled the computer requirement, the student may opt to take a computer competency in the Learning Lab at the North or the Wilmington campus.

Students must meet the receiving institution's foreign language and/or health and physical education course, if applicable, prior to or after transfer to the senior institution.

Website that houses CFCC's college transfer curriculum worksheets: http://cfcc.edu/transfer/current-student/.

Website that houses the four-year baccalaureate plans at the 16 institutions in the University of North Carolina System: http://cfcc.edu/transfer/curriculum-pathways/.

The Associate in Science program requirements are outlined as follows:

1. **Universal General Education Transfer Component** (**34** semester hour credits)—These courses are sometimes referred to as the UGETC courses and will transfer for equivalency credit at the 16 University of North Carolina institutions.
2. **Additional General Education Courses** (**11** semester hour credits)—These may be additional general education courses that CFCC has selected for its students and/or additional general education courses that your senior institution has recommended for your respective major.
3. **Other Requirements** (**15** semester hour credits)—A few electives are mandated by CFCC. Students should select the remaining electives based on their intended major and the senior institution of choice.

I. UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT ....34 SHC

English Composition ....6 SHC

ENG 111	Writing and Inquiry	3
ENG 112	Writing Research in the Disciplines	3

Humanities/Fine Arts ....6 SHC

Select one course from each group below.

Group I--Choose one course:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3

Group II--Choose one course:

ENG 231	American Literature I	3
ENG 232	American Literature II	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences ....6 SHC

Select one course from each group below.

Group I-Choose one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3

Group II-Choose one course:

ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Mathematics ....8 SHC

Choose two courses:

MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus	4

Natural Sciences ....8 SHC

Choose one pair of courses from one group.

Group 1

BIO 111	General Biology I	4
BIO 112	General Biology II	4

Group II

CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4

Group III

PHY 151	College Physics I	4
PHY 152	College Physics II	4

II. ADDITIONAL GENERAL EDUCATION COURSES ....11 SHC

Science and Quantitative Reasoning ....8 SHC

Choose two unused classes from the following:

BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology	1
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 230	Environmental Geology	4

MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Required course........3 SHC

Choose one from the following:

COM 110	Introduction to Communication	3
COM 120	Interpersonal Communication	3
COM 140	Introduction to Intercultural Communication	3
COM 231	Public Speaking	3

Other Required Electives........15 SHC

Reminder: ACA 122 is a required course, and students should take it during their first or second semester of enrollment at CFCC. The selection of the additional unused courses should be based on the student's intended major and respective senior institution. BIO 140, CHM 131, PHY 110, and all elementary foreign languages have mandatory labs.

Required course:

ACA 122 College Transfer Success........1

Electives........14 SHC

ACC 120	Prin of Financial Accounting I	4
ACC 121	Prin of Managerial Accounting	4
ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 116	Survey of American Art	3
ART 117	Non-Western Art History	3
ART 121	Two-Dimensional Design	3
ART 122	Three Dimensional Design	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 171	Computer Art I	3
ART 212	Gallery Assistantship I	1
ART 214	Portfolio and Resume	1
ART 231	Printmaking I	3
ART 232	Printmaking II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 245	Metals I	3
ART 246	Metals II	3
ART 247	Jewelry I	3
ART 248	Jewelry II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 264	Digital Photography I	3
ART 265	Digital Photography II	3
ART 266	Videography I	3
ART 267	Videography II	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3
ART 285	Ceramics III	3
ART 286	Ceramics IV	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 120	Introductory Botany	4
BIO 130	Introductory Zoology	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology	1
BIO 143	Field Biology Minicourse	2
BIO 150	Genetics in Human Affairs	3
BIO 163	Basic Anat & Physiology	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 175	General Microbiology	3
BIO 250	Genetics	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CHM 130	Gen, Org, & Biochemistry	3
CHM 131	Introductory to Chemistry	3
CHM 131A	Intro to Chemistry Lab	1
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 251	Organic Chemistry I	4
CHM 252	Organic Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Programming and Logic	3
CJC 111	Intro to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 110	Introduction to Communication	3
COM 120	Intro to Interpersonal Communication	3
COM 140	Intro to Intercultural Communication	3
COM 150	Intro to Mass Communication	3
COM 160	Small Group Communication	3
COM 231	Public Speaking	3
COM 251	Debate I	3
CSC 151	JAVA Programming	3
CTS 115	Info Systems Business Concept	3
DRA 111	Theatre Appreciation	3
DRA 112	Literature of the Theatre	3
DRA 120	Voice for Performance	3
DRA 122	Oral Interpretation	3
DRA 126	Storytelling	3
DRA 128	Children's Theatre	3
DRA 130	Acting I	3
DRA 131	Acting II	3
DRA 135	Acting for the Camera I	3
DRA 136	Acting for the Camera II	3
DRA 140	Stagecraft I	3
DRA 141	Stagecraft II	3
DRA 142	Costuming	3
DRA 145	Stage Make-up	2

DRA 170	Play Production I	3
DRA 171	Play Production II	3
DRA 175	Teleplay Production I	3
DRA 211	Theatre History I	3
DRA 212	Theatre History II	3
DRA 230	Acting III	3
DRA 231	Acting IV	3
DRA 240	Lighting for the Theatre	3
DRA 260	Directing	3
DRA 270	Play Production III	3
DRA 271	Play Production IV	3
ECO 151	Survey of Economics	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
EDU 216	Foundations in Education	4
ENG 113	Literature-Based Research	3
ENG 114	Professional Research & Reporting	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 131	Introduction to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
ENG 272	Southern Literature	3
ENG 273	African-American Literature	3
ENG 274	Literature by Women	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 181	Elementary French Lab 1	1
FRE 182	Elementary French Lab 2	1
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 230	Environmental Geology	4
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 181	Elementary German Lab 1	1
GER 182	Elementary German Lab 2	1
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 116	Current World Problems	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
HIS 221	African-American History	3
HIS 227	Native American History	3
HIS 228	History of the South	3
HIS 229	History of the Old South	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 140	History of Architecture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 161	Advanced Film Studies	3
HUM 170	The Holocaust	3
HUM 180	International Cultural Exploration	3
HUM 220	Human Values and Meaning	3
HUM 230	Leadership Development	3
JOU 110	Intro to Journalism	3
JOU 217	Feature/Editorial Writing	3
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
MUS 121	Music Theory I	4
MUS 122	Music Theory II	4
MUS 123	Music Composition	1
MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 135	Jazz Ensemble I	1
MUS 136	Jazz Ensemble II	1
MUS 137	Orchestra I	1
MUS 138	Orchestra II	1
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
MUS 214	Electronic Music I	2
MUS 215	Electronic Music II	2
MUS 221	Music Theory III	4
MUS 222	Music Theory IV	4
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
MUS 235	Jazz Ensemble III	1
MUS 236	Jazz Ensemble IV	1
MUS 237	Orchestra III	1
MUS 238	Orchestra IV	1
MUS 241	Ensemble III	1
MUS 242	Ensemble IV	1
MUS 251	Class Music III	1
MUS 252	Class Music IV	1
MUS 253	Big Band	1
MUS 261	Applied Music III	2

MUS 262	Applied Music IV	2
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 117	Weight Training I	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 124	Run, Swim, Cycle	1
PED 125	Self-Defense-Beginning	1
PED 128	Golf-Beginning	1
PED 129	Golf-Intermediate	1
PED 130	Tennis-Beginning	1
PED 131	Tennis-Intermediate	1
PED 132	Racquetball-Beginning	1
PED 143	Volleyball-Beginning	1
PED 145	Basketball-Beginning	1
PED 147	Soccer	1
PED 148	Softball	1
PED 149	Flag Football	1
PED 154	Swimming for Fitness	1
PED 170	Backpacking	1
PED 210	Team Sports	1
PED 211	New Games	1
PED 216	Indoor Cycling	1
PED 219	Disc Golf	1
PHI 210	History of Philosophy	3
PHI 215	Philosophical Issues	3
PHI 220	Western Philosophy I	3
PHI 230	Introduction to Logic	3
PHI 240	Introduction to Ethics	3
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PHY 151	College Physics I	4
PHY 152	College Physics II	4
POL 110	Intro to Political Science	3
POL 120	American Government	3
POL 130	State & Local Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
POL 250	Intro to Political Theory	3
PSY 150	General Psychology	3
PSY 211	Psychology of Adjustment	3
PSY 241	Developmental Psychology	3
PSY 259	Human Sexuality	3
PSY 263	Educational Psychology	3
PSY 281	Abnormal Psychology	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 230	Race and Ethnic Relations	3
SOC 232	Social Context of Aging	3
SOC 234	Sociology of Gender	3
SOC 240	Social Psychology	3
SOC 242	Sociology of Deviance	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 141	Culture and Civilization	3
SPA 161	Cultural Immersion	3
SPA 181	Spanish Lab 1	1
SPA 182	Spanish Lab 2	1
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SPA 221	Spanish Conversation	3
SPA 231	Reading and Composition	3

Total Requirement in Semester Hours 60-61

ASSOCIATE IN FINE ARTS PRE-MAJORS

Art

A.F.A. DEGREE (A1020A)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C"or higher on the first attempt. Since this premajor has only 28 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. When students have completed the general education core and the electives required for this program of study, students are advised to take additional core classes to fulfill their free electives. Early contact with a senior institution is important before a student enrolls in this program. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution. **Reminder:** CFCC accepts a grade of "C-," but some UNC institutions will not accept this grade.

Important Websites
The following website provides more CFCC college transfer and advising information: http://cfcc.edu/transfer/.

The following website lists the academic programs offered at the sixteen (16) UNC institutions: http://www.northcarolina.edu/programs/index.php.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The *Art* pre-major is designed for students who plan to receive a Bachelor of Fine Arts Degree in Art. The general education core consists of 28 semester hour credits.

While the courses in this pre-major are not taught every semester, each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete this pre-major or the Associate in Arts program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Prospective Art Education pre-majors should first be advised by an admissions counselor at the senior institution before they enroll in this program or seek advising from a CFCC counselor or advisor.

Application to a University
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree. Students are encouraged to contact the senior institution to confirm degree offerings.

Admission to the Major
Grade-point average requirements vary and admission is competitive across the several programs in Art Education.

Semester Hours Credit

GENERAL EDUCATION CORE ....28 SHC

English Composition ....6 SHC

ENG 111	Writing & Inquiry	3
	and	
ENG 112	Writing/Research in the Disc	3
	or	
ENG 113	Literature-Based Research	3
	or	
ENG 114	Professional Research and Reporting	3

Humanities/Fine Arts ....6 SHC
Select one literature course from the following:

ENG 231	American Literature I	3
ENG 232	American Literature II	3

Select one course from the following:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences ....9 SHC
Select three courses from three of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course.

Select courses from each group below:

Group I--Choose one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3

Group II--Choose two courses below. PSY 150 is recommended.

ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3
ECO 151	Survey of Economics	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 110	Intro to Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 230	Race and Ethnic Relations	3
SOC 240	Social Psychology	3

Natural Sciences/Mathematics ....7 SHC
Natural Sciences. .... 4 SHC
Select one course, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs.

1.	BIO 110	Principles of Biology	4
	BIO 111	General Biology I	4
	BIO 120	Introductory Botany	4
	BIO 130	Introductory Zoology	4

	BIO 140	Environmental Biology	3
	BIO 140A	Environmental Biology Lab	1
2.	CHM 131	Intro to Chemistry	3
	CHM 131A	Intro to Chemistry Lab	1
	CHM 151	General Chemistry I	4
3.	GEL 111	Geology	4
	GEL 113	Historical Geology	4
	GEL 230	Environmental Geology	4
4.	PHY 110	Conceptual Physics	3
	PHY 110A	Conceptual Physics Lab	1
	PHY 151	College Physics I	4

Math .... *3 SHC*
One math is required. If students select a second math as an elective, they may not receive credits for any of these combinations: MAT 171/175 or MAT 172/175.

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	4

OTHER REQUIRED HOURS .... (36-37 SHC)
The required courses are posted in List I below. Select additional hours from any unused general education core courses and/or the electives posted in List II below. *ACA 122 may only count as the 65th hour.

Reminder: Graduates must take a computer competency in the Learning Lab.

List I (Required)

ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 121	Design I	3
ART 122	Design II	3
ART 131	Drawing I	3

List II (May choose a minimum of 21 hours)

*ACA 122	College Transfer Success	1
ART 116	Survey of American Art	3
ART 117	Non-Western Art History	3
ART 132	Drawing II	3
ART 171	Computer Art I	3
ART 231	Printmaking I	3
ART 232	Printmaking II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 245	Metals I	3
ART 246	Metals II	3
ART 247	Jewelry I	3
ART 248	Jewelry II	3
ART 250	Surface Design:Textiles	3
ART 251	Weaving I	3
ART 252	Weaving II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 264	Digital Photography I	3
ART 265	Digital Photography II	3
ART 266	Videography I	3
ART 267	Videography II	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3

Total Semester Hours of Other Required Hours...... 36-37

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: COM 231 and PSY 150

Note: Computer Competency must be demonstrated before the AFA degree may be awarded.

ASSOCIATE IN FINE ARTS

Drama

A.F.A. DEGREE (A1020C)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C" or higher on the first attempt. Since this premajor has only 28 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. When students have completed the general education core and the electives required for this program of study, students are advised to take additional core classes to fulfill their free electives. Early contact with a senior institution is important before a student enroll in this program. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution.

Important Websites
The following website provides more CFCC college transfer and advising information: http://cfcc.edu/transfer/.

The following website lists the academic programs offered at the sixteen (16) UNC institutions: http://www.northcarolina.edu/programs/index.php.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The *Drama* pre-major is designed for students who plan to receive a Bachelor of Fine Arts Degree in Drama. The general education core consists of 28 semester hour credits.

This program enables students to concentrate in one or more of three areas: Acting for the Stage, Acting for Television and Film, and Technical Theatre. Students who wish to concentrate their studies in live theatrical performance should take courses which refine their abilities to communicate on stage. Students whose emphasis is on Television and Film Acting should take courses such as Teleplay Production, Acting for the Camera, and Videography. All students who are considering performance should take DRA 130 (Acting I) and DRA 122 (Oral Interpretation) before they enter classes in their concentration areas. Students who are interested in technical theatre should take courses in Stagecraft, Lighting, Sound Technology, Costuming and Makeup.

While the courses in the Drama premajor are not taught every semester, each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete the Drama premajor or the Associate in Arts: General Studies program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Before students may enroll in the Theater Department, some institutions require them to audition. Prospective Drama premajors should first be advised by an admissions counselor at the senior institution before they enroll in this program or seek advising from a CFCC counselor or advisor.

Application to a University
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate degree, students who meet the requirements outlines in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree. Students are encouraged to contact the senior institution to confirm degree offerings.

Admission to the Major
Grade-point average requirements vary and admission is competitive across the several programs in Drama.

Semester Hours Credit

GENERAL EDUCATION CORE ....(28 SHC)

English Composition ....6 SHC

ENG 111	Writing and Inquiry	3
	and	
ENG 112	Writing/Research in the Disc	3
	or	
ENG 113	Literature-Based Research	3
	or	
ENG 114	Professional Research and Reporting	3

Humanities/Fine Arts ....6 SHC

Select one of the following literature courses:

ENG 231	American Literature I	3
ENG 232	American Literature II	3

Select one course from the following:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences ....9 SHC

Select three courses from three of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course.

Select courses from each group below:

Group I--Choose one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3

Group II--Choose two courses below. PSY 150 is recommended.

ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3
ECO 151	Survey of Economics	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 110	Intro to Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3

SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 230	Race and Ethnic Relations	3
SOC 240	Social Psychology	3

Natural Sciences/Mathematics................................7 SHC

Natural Sciences. .... 4 SHC

Select one course, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs.

1.	BIO 110	Principles of Biology	4
	BIO 111	General Biology I	4
	BIO 112	General Biology II	4
	BIO 120	Introductory Botany	4
	BIO 130	Introductory Zoology	4
	BIO 140	Environmental Biology	3
	BIO 140A	Environmental Biology Lab	1
2.	CHM 131	Intro to Chemistry	3
	CHM 131A	Intro to Chemistry Lab	1
	CHM 151	General Chemistry I	4
3.	GEL 111	Geology	4
	GEL 113	Historical Geology	4
	GEL 230	Environmental Geology	4
4.	PHY 110	Conceptual Physics	3
	PHY 110A	Conceptual Physics Lab	1
	PHY 151	College Physics I	4

Math .... 3 SHC

One math is required. If students select a second math as an elective, they may not take any of these combinations: MAT 171/175 or MAT 172/175.

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	3

OTHER REQUIRED HOURS ....(36-37 SHC)

The following drama courses are required (14 SHC):

DRA 120	Voice for Performance	3
DRA 130	Acting I	3
DRA 131	Acting II	3
DRA 140	Stagecraft I	3
DRA 145	Stage Make-up	2

Select one of the following play production courses (3 SHC):

DRA 170	Play Production I	3
DRA 171	Play Production II	3
DRA 270	Play Production III	3
DRA 271	Play Production IV	3

Select 6 SHC from the following:

DRA 122	Oral Interpretation	3
DRA 128	Children's Theatre	3
DRA 141	Stagecraft II	3
DRA 142	Costuming	3
DRA 211	Theatre History I	3
DRA 212	Theatre History II	3
DRA 260	Directing	3

Other required hours should be selected from the remaining general education courses, the remaining electives above, and/or the electives listed below. *ACA 122, as well as WBL 111, may only count as the 65th hour.

*ACA 122	College Transfer Success	1
ACC 120	Prin of Financial Accounting	4
ACC 121	Prin of Managerial Accounting	4
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 116	Survey of American Art	3
ART 117	Non-Western Art History	3
ART 121	Design I	3
ART 122	Design II	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 171	Computer Art I	3
ART 214	Portfolio and Resume	1
ART 231	Printmaking I	3
ART 232	Printmaking II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 261	Photography I	3
ART 262	Photography II	3
ART 264	Digital Photography I	3
ART 265	Digital Photography II	3
ART 266	Videography I	3
ART 267	Videography II	3
ART 271	Computer Art II	3
ART 281	Sculpture I	3
ART 282	Sculpture II	3
ART 283	Ceramics I	3
ART 284	Ceramics II	3
BIO 112	General Biology II	4
CHM 152	General Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Intro to Programming and Logic	3
COM 110	Introduction to Communication	3
COM 120	Intro Interpersonal Com	3
COM 140	Intro Intercultural Com	3
COM 150	Intro to Mass Communication	3
COM 160	Small Group Communication	3
COM 231	Public Speaking	3
COM 251	Debate I	3
CSC 151	JAVA Programming	3
CTS 115	Info Systems Business Concept	3
DRA 111	Theatre Appreciation	3
DRA 126	Storytelling	3
DRA 135	Acting for the Camera I	3

DRA 136	Acting for the Camera II	3
DRA 175	Teleplay Production I	3
DRA 240	Lighting for the Theatre	3
EDU 216	Foundations in Education	4
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 272	Southern Literature	3
ENG 273	African-American Literature	3
ENG 274	Literature by Women	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
FRE 181	Elementary French Lab 1	1
FRE 182	Elementary French Lab 2	1
FRE 211	Intermediate French I	3
FRE 212	Intermediate French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
GER 181	Elementary German Lab 1	1
GER 182	Elementary German Lab 2	1
GER 211	Intermediate German I	3
GER 212	Intermediate German II	3
HIS 111	World Civilizations I	3
HIS 116	Current World Problems	3
HIS 221	African-American History	3
HIS 227	Native American History	3
HIS 228	History of the South	3
HIS 229	History of the Old South	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 140	History of Architecture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 161	Advanced Film Studies	3
HUM 170	The Holocaust	3
HUM 230	Leadership Development	3
MAT 172	Precalculus Trigonometry	3
MAT 263	Brief Calculus	3
MAT 272	Calculus II	4
MAT 273	Calculus III	4
MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 114	Non-Western Music	3
MUS 121	Music Theory I	4
MUS 122	Music Theory II	4
MUS 123	Music Composition	1
MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 135	Jazz Ensemble I	1
MUS 136	Jazz Ensemble II	1
MUS 137	Orchestra I	1
MUS 138	Orchestra II	1
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
MUS 214	Electronic Music I	2
MUS 215	Electronic Music II	2
MUS 221	Music Theory III	4
MUS 222	Music Theory IV	4
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
MUS 235	Jazz Ensemble III	1
MUS 236	Jazz Ensemble IV	1
MUS 237	Orchestra III	1
MUS 238	Orchestra IV	1
MUS 241	Ensemble III	1
MUS 242	Ensemble IV	1
MUS 251	Class Music III	1
MUS 252	Class Music IV	1
MUS 253	Big Band	1
MUS 261	Applied Music III	2
MUS 262	Applied Music IV	2
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 117	Weight Training I	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 124	Run, Swim, Cycle	1
PED 125	Self-Defense-Beginning	1
PED 128	Golf-Beginning	1
PED 129	Golf-Intermediate	1
PED 130	Tennis-Beginning	1
PED 131	Tennis-Intermediate	1
PED 132	Racquetball-Beginning	1
PED 143	Volleyball-Beginning	1
PED 147	Soccer	1
PED 148	Softball	1
PED 149	Flag Football	1
PED 154	Swimming for Fitness	1
PED 210	Team Sports	1
PED 211	New Games	1
PED 216	Indoor Cycling	1
PED 219	Disc Golf	1
PHI 210	History of Philosophy	3
PHI 215	Philosophical Issues	3
PHI 220	Western Philosophy I	3
PHI 230	Introduction to Logic	3
PHI 240	Introduction to Ethics	3
PHY 152	College Physics II	4
POL 130	State & Local Government	3
POL 250	Intro to Political Theory	3
PSY 211	Psychology of Adjustment	3
PSY 259	Human Sexuality	3
PSY 263	Educational Psychology	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3

REL 211	Intro to Old Testament	3
REL 212	Intro to New Testament	3
REL 221	Religion in America	3
SOC 232	Social Context of Aging	3
SOC 234	Sociology of Gender	3
SOC 242	Sociology of Deviance	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 141	Culture and Civilization	3
SPA 161	Cultural Immersion	3
SPA 181	Elementary Spanish Lab 1	1
SPA 182	Elementary Spanish Lab 2	1
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SPA 221	Spanish Conversation	3
SPA 231	Reading and Composition	3
WBL 111	Work Based Learning	1

Total Semester Hours of Other Required Hours...... 36-37

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Course: COM 231 and PSY 150.

Note: Computer Competency must be demonstrated before the AFA degree may be awarded.

ASSOCIATE IN FINE ARTS

Music and Music Education

A.F.A. DEGREE (A1020D)

It is the responsibility of the student to know and to comply with the prerequisites and the corequisites listed in this catalog. If students have previous college credits from other institutions, students are advised to check first with a counselor at the receiving institution (the institution in which they plan to attend upon leaving CFCC). A counselor at the receiving institution should advise students of the courses to take at CFCC if the students have credits from other institutions. Otherwise, students will be encouraged to 1) complete their associate degree, which consists of 64-65 semester hours, or, the general education core, which consists of 28 semester hours; 2) contact their CFCC advisor, register early, and pay their tuition on time; and 3) earn a grade of "C"or higher on the first attempt. Since this premajor has only 28 credit hours in the general education core, students may be required to fulfill their basic studies requirement after they transfer. When students have completed the general education core and the electives required for this program of study, students are advised to take additional core classes to fulfill their free electives. Early contact with a senior institution is important before a student enrolls in this program. While some UNC institutions accept students with a 2.0 grade-point average, other UNC institutions require at least a 2.5 grade-point average. Students must always comply with the admission requirements of the receiving institution.

Important Websites

The following website provides more CFCC college transfer and advising information: http://cfcc.edu/transfer/.

The following website lists the academic programs offered at the sixteen (16) UNC institutions: http://www.northcarolina.edu/programs/index.php.

Students who need assistance in deciding their major may visit CFCC's Career and Testing Services or visit the website about academic majors from their institution of choice. Example: https://www1.cfnc.org/Plan/For_A_Career/_default.aspx.

The *Music and Music Education* pre-major is designed for students who plan to receive a Bachelor of Fine Arts Degree in Music or Music Education. The general education core consists of 28 semester hour credits.

While the courses in this pre-major are not taught every semester, each course is taught at least once per year. When planning a class schedule, students should consider the frequency of the course offerings.

Since requirements vary, each student should first contact the senior institution of choice to determine the specific requirements of that institution and to determine whether it is better to complete this pre-major or the Associate in Arts: General Studies program or the minimum transfer hours of the receiving institution. Some senior institutions offer a Bachelor in Fine Arts degree while others offer a Bachelor in Arts degree. Depending on the institution of choice, some students will not have satisfied the general education core or the basic studies requirements even if the students complete this degree. Prospective Music and Music Education pre-majors should first be advised by an admissions counselor at the senior institution before they enroll in this program or seek advising from a CFCC counselor or advisor.

Application to a University
Admission application deadlines vary; students must meet the deadline for the university to which they plan to transfer. Upon successful completion of the associate degree, students who meet the requirements outlined in this pre-major articulation agreement will be eligible to be considered for admission as juniors to the universities offering the baccalaureate degree. Students are encouraged to contact the senior institution to confirm degree offerings.

Admission to the Major
Grade-point average requirements vary and admission is competitive across the several programs in Music and Music Education. Validation of level of achievement in Theory, Class Music, and Applied Music is required for acceptance into four-year programs in accordance with the National Association of Schools of Music requirements for admission of transfer students. Admission to teacher licensure programs requires satisfactory scores on Praxis I and II.

Semester Hours Credit

GENERAL EDUCATION CORE ....(28 SHC)

English Composition ....6 SHC

ENG 111	Writing and Inquiry	3
	and	
ENG 112	Writing/Research in the Disc	3
	or	
ENG 113	Literature-Based Research	3
	or	
ENG 114	Professional Research and Reporting	3

Humanities/Fine Arts...6 SHC
Select one of the following literature courses:

ENG 231	American Literature I	3
ENG 232	American Literature II	3

Select one course from the following:

ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3

Social/Behavioral Sciences ....9 SHC
Select three courses from three of the following areas: anthropology, economics, history, political science, psychology, and sociology. One course must be a history course.

Select courses from each group below:

Group I--Choose one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3

Group II--Choose two courses below. PSY 150 is recommended.

ANT 210	General Anthropology	3
ANT 220	Cultural Anthropology	3
ANT 240	Archaeology	3
ECO 151	Survey of Economics	3
ECO 251	Prin of Microeconomics	3
ECO 252	Prin of Macroeconomics	3
POL 110	Intro to Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
POL 220	International Relations	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 230	Race and Ethnic Relations	3
SOC 240	Social Psychology	3

Natural Sciences/Mathematics.................................7 SHC
Natural Sciences. .... 4 SHC
Select one course, including accompanying laboratory work, from the biological and/or physical science disciplines. Reminder: BIO 140, CHM 131, and PHY 110 have mandatory labs.

1.	BIO 110	Principles of Biology	4
	BIO 111	General Biology I	4
	BIO 120	Introductory Botany	4
	BIO 130	Introductory Zoology	4
	BIO 140	Environmental Biology	3
	BIO 140A	Environmental Biology Lab	1
2.	CHM 131	Intro to Chemistry	3
	CHM 131A	Intro to Chemistry Lab	1
	CHM 151	General Chemistry I	4
3.	GEL 111	Geology	4
	GEL 113	Historical Geology	4
	GEL 230	Environmental Geology	4
4.	PHY 110	Conceptual Physics	3
	PHY 110A	Conceptual Physics Lab	1
	PHY 151	College Physics I	4

Math .... *3 SHC*

One math is required. If students select a second math as an elective, they may not receive credits for any of these combinations: MAT 171/175 or MAT 172/175.

MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Precalculus Algebra	3

OTHER REQUIRED HOURS ....(36-37 SHC)

The following music courses are required (26 SHC):

MUS 121	Music Theory I	4
MUS 122	Music Theory II	4
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 221	Music Theory III	4
MUS 222	Music Theory IV	4
MUS 261	Applied Music III	2
MUS 262	Applied Music IV	2

Ensemble: 4 SHC should be selected from the following:

MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 135	Jazz Ensemble I	1
MUS 136	Jazz Ensemble II	1
MUS 137	Orchestra I	1
MUS 138	Orchestra II	1
MUS 141	Ensemble I	1
MUS 142	Ensemble II	1
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
MUS 235	Jazz Ensemble III	1
MUS 236	Jazz Ensemble IV	1
MUS 237	Orchestra III	1
MUS 238	Orchestra IV	1
MUS 241	Ensemble III	1
MUS 242	Ensemble IV	1
MUS 253	Big Band	1

6 SHC should be selected from unused music courses above and/or below:

MUS 110	Music Appreciation	3
MUS 111	Fundamentals of Music	3
MUS 112	Introduction to Jazz	3
MUS 114	Non-Western Music	3
MUS 123	Music Composition	1
MUS 210	History of Rock Music	3
MUS 211	History of Country Music	3
MUS 212	American Musical Theatre	3
MUS 214	Electronic Music I	2
MUS 215	Electronic Music II	2
MUS 251	Class Music III	1
MUS 252	Class Music IV	1

Additional hours may be selected from the list below. *ACA 122 may only count as the 65th hour.

*ACA 122	College Transfer Success	1

Total Semester Hours of Other Required Hours...... 36-37

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Recommended Courses: COM 231 and PSY 150

*Ensemble courses may be selected from Chorus, Jazz Ensemble, Orchestra, or individual instrument ensembles such as saxophone, voice, and violin. At least two courses in the same instrument or voice are required.

Note: A student must demonstrate his/her computer competency before the AFA degree may be awarded.

ASSOCIATE IN GENERAL EDUCATION

A.G.E. DEGREE (A10300)

The Associate in General Education (AGE) curriculum is designed for individuals who wish to broaden their education, with emphasis on personal interest, growth, and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, philosophy, social science, and science and mathematics at the college level. All courses in the program are college-level courses which may be selected based upon a student's personal interests rather than specific technical or professional requirements. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research and Reporting	3
	Humanities/Fine Arts Elective	3
	Social/Behavioral Sciences Elective	3
	Natural Sciences/Mathematics Elective	3
II. Major Courses		
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
Free Electives		47

Free electives may be any college transfer or vocational technical course numbered 110 or higher as selected by the student and approved by the student's advisor. Courses numbered below 110 in any discipline may not be used for this degree.

Note: Financial assistance is not available for all free-elective courses. Please check with the Financial Aid Office for more information.

Total Credits **64/65**

ASSOCIATE IN APPLIED SCIENCE, DIPLOMA, AND CERTIFICATE PROGRAMS

Accounting

A.A.S. DEGREE (A25100)
DIPLOMA (D25100)
CERTIFICATE (C25100)

Associate in Applied Science Program

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the language of business, accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
3 SHC Natural Science, or Math 143		3/4
Social/Behavioral Science Elective		3
Humanities/Fine Arts Elective		3
II. Major Courses		
ACC 120	Principles of Financial Accounting I	4
ACC 121	Principles of Managerial Accounting	4
ACC 122	Principles of Financial Accounting II	3
ACC 129	Individual Income Taxes	3
ACC 130	Business Income Tax	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Applications	2
ACC 220	Intermediate Accounting I	4
ACC 221	Intermediate Accounting II	4
ACC 225	Cost Accounting	3
BUS 115	Business Law	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3

BUS 225	Business Finance	3
CIS 110	Intro to Computers	3
CTS 130	Spreadsheet Concepts	3
ECO 151	Survey of Economics	3

III. Accounting Electives

Students are required to take at least 3 SHC from the following:

BUS 125	Personal Finance	3
BUS 239	Business Applications Seminar	2
BUS 280	R.E.A.L. Small Business	4
DBA 110	Database Concepts	3
OST 136	Word Processing	3
MKT 120	Principles of Marketing	3
MKT 223	Customer Service	3
WBL111(AC)	Work-Based Learning I	1
WBL121(AC)	Work-Based Learning II	1
WBL131(AC)	Work-Based Learning III	1

Total Credits **72/73**

FALL SEMESTER I	FALL SEMESTER II
ACC 120	ACC 129
BUS 115	ACC 150
CIS 110	ACC 220
ENG 111	BUS 225
Social/Behav Science Elect	ECO 151

SPRING SEMESTER I	SPRING SEMESTER II
ACC 121	Accounting Elective
BUS 137	ACC 130
ENG 114	ACC 140
3 SHC Natural Science,	ACC 221
or MAT 143	ACC 225
Humanities/Fine Arts Elect	

SUMMER SEMESTER I

ACC 122
BUS 121
CTS 130

Accounting

Diploma Program

The courses in this diploma program will transfer into the Associate in Applied Science Degree program.

FALL SEMESTER I	FALL SEMESTER II
ACC 120	Accounting Elective
BUS 115	ACC 129
BUS 121	CTS 130
CIS 110	Humanities/Fine Arts Elect
ENG 111	

SPRING SEMESTER I

ACC 121
ACC 122
ACC 140
ACC 150

Total Credits **36**

Accounting Applications

Certificate Program

This program is designed to prepare students to perform fundamental accounting applications. Students that enter this program will have specific training in basic financial accounting, payroll, and accounting technology, including instruction in computer technology and software specific to the accounting field. The courses in this certificate program will transfer into the Associate of Applied Science Degree and the Diploma in Accounting.

FALL SEMESTER I	SPRING SEMESTER I
ACC 120	ACC 122
CIS 110	ACC 140
	ACC 150
	CTS 130

Total Credits **17**

Air Conditioning, Heating, and Refrigeration Technology

DIPLOMA (D35100)
CERTIFICATE (C35100)

Diploma Program

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments.

Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Semester Hour Credits

I. General Education Courses

ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3

II. Major Courses

AHR 110	Introduction to Refrigeration	5
AHR 111	HVACR Electricity	3
AHR 112	Heating Technology	4
AHR 113	Comfort Cooling	4
AHR 114	Heat Pump Technology	4
AHR 115	Refrigeration Systems	2
AHR 130	HVAC Controls	3
AHR 133	HVAC Servicing	4
AHR 140	All-Weather Systems I	2

AHR 210	Residential Building Code	2
AHR 211	Residential System Design	3
CIS 111	Basic PC Literacy	2

Total Credits 44

FALL SEMESTER I	SUMMER SEMESTER I
AHR 110	AHR 115
AHR 111	AHR 140
AHR 112	AHR130
AHR 210	CIS 111
MAT 110	

SPRING SEMESTER I
AHR 114
AHR 113
AHR 211
AHR 133
ENG 101

Air Conditioning, Heating, and Refrigeration Technology

Certificate Program *(EVENINGS)*

FALL SEMESTER I	SPRING SEMESTER I
AHR 110	AHR 114
AHR 111	

Total Credits 12

Architectural Technology

A.A.S. DEGREE (A40100)

Associate in Applied Science Program

The Architectural Technology curriculum prepares individuals with knowledge and skills that can lead to employment in the field of architecture or one of the associated professions.

Students receive instruction in construction document preparation, materials and methods, environmental and structural systems, building codes and specifications, and computer applications as well as completing a design project. Optional courses may be provided to suit specific career needs.

Upon completion, graduates have career opportunities within the architectural, engineering, and construction professions as well as positions in industry and government. A strong emphasis on sustainable design and construction techniques is included.

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communication	3
	or	
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts Elective		3
MAT 121	Algebra/Trigonometry I	3
Social/Behavioral Science Elective		3

II. Major Courses

ARC 111	Introduction to Architectural Technology	3
ARC 112	Construction Materials and Methods	4
ARC 113	Residential Architectural Technology	3
ARC 114	Architectural CAD	2
ARC 114A	Architectural CAD Lab	1
ARC 132	Specifications and Contracts	2
ARC 211	Light Construction Technology	3
ARC 213	Design Project	4
ARC 214	Architectural Statics	3
ARC 220	Advanced Architect CAD	2
ARC 221	Architectural 3-D CAD	3
ARC 230	Environmental Systems	4
ARC 231	Architectural Presentations	4
ARC 235	Architectural Portfolio	3
ARC 264	Digital Architecture	2
CST 241	Planning/Estimating I	3
SST 140	Green Building and Design Concepts	3

Total Credits 64

FALL SEMESTER I	FALL SEMESTER II
ARC 111	ARC 211
ARC 112	ARC 221
Communications Elect	ARC 214
ENG 111	ARC 235
	SST 140

SPRING SEMESTER I	SPRING SEMESTER II
ARC 114	ARC 132
ARC 114A	ARC 213
ARC 231	CST 241
ARC 264	Humanities/Fine Arts Elect
MAT 121	Social/Behav.Science Elect

SUMMER SEMESTER I
ARC 113
ARC 220
ARC 230

Associate Degree Nursing (RN)

See Nursing Programs

Automotive Systems Technology

A.A.S. DEGREE (A60160)
CERTIFICATE (C60160A)
DIPLOMA (D60160)

Associate in Applied Science Program

The curriculum prepares individuals for employment as automotive service technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

Classroom and lab experiences integrate technical and academic coursework. Emphasis is placed on theory, servicing and operation of brakes, electrical/electronic systems, engine performance, steering/suspension, automatic transmission/transaxles, engine repair, climate control, and manual drive trains.

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
Humanities/Fine Art Elective		3
MAT 110	Math Measurement & Literacy	3
Social/Behavioral Science Elective		3
Communications Elective (Choose from below)		3

Students are required to take 3 SHC from the following:

COM 110	Introduction to Communication	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3

II. Major Courses

AUT 116	Engine Repair	3
AUT 116A	Engine Repair Lab	1
AUT 123	Powertrain Diagnosis/Service	2
AUT 141	Suspension & Steering Systems	3
AUT 141A	Suspension & Steering Systems Lab	1
AUT 151	Brake Systems	3
AUT 151A	Brake Systems Lab	1
AUT 163	Advanced Auto Electricity	3
AUT 163A	Advanced Auto Electricity Lab	1
AUT 181	Engine Performance I	3
AUT 181A	Engine Performance I Lab	1
AUT 212	Auto Shop Management	3
AUT 213	Automotive Servicing II	2
AUT 221	Automatic Transmissions/Transaxles	3
AUT 221A	Automatic Transmissions/Transaxles Lab	1
AUT 231	Manual Trans/Ax/Drivetrains	3
AUT 231A	Manual Trans/Ax/Drivetrains Lab	1
AUT 281	Advanced Engine Performance	3
CIS 111	Basic PC Literacy	2
TRN 110	Intro to Transport Technology	2
TRN 120	Basic Transport Electricity	5
TRN 130	Intro to Sustainable Transport	3
TRN 140	Transport Climate Control	2
TRN 140A	Transport Climate Control Lab	2
TRN 145	Adv Transport Electronics	3

Total Credits **72**

FALL SEMESTER I
TRN 110
AUT 151
AUT 151A
TRN 120
Communications Elective

FALL SEMESTER II
AUT 116
AUT 116A
AUT 123
AUT 281
MAT 110
TRN 145

SPRING SEMESTER I
AUT 141
AUT 141A
AUT 163
AUT 163A
AUT 213
CIS 111

SPRING SEMESTER II
AUT 221
AUT 221A
AUT 231
AUT 231A
ENG 111
Social/Behav.Science Elect
TRN 130

SUMMER SEMESTER I
AUT 181
AUT 181A
TRN 140
TRN 140A
AUT 212
Humanities/Fine Art Elect

Automotive Systems Technology
Diploma Program

FALL SEMESTER I
ENG 111
TRN 110
TRN 120
AUT 151
AUT 151A

SPRING SEMESTER I
MAT 110
AUT 141
AUT 141A
AUT 163
AUT 163A
AUT 213

SUMMER SEMESTER I
TRN 140
TRN 140A
AUT 181
AUT 181A
AUT 212

Total Credits **38**

Automotive Systems Technology
Certificate Program

FALL SEMESTER I	**SPRING SEMESTER I**
TRN 110	AUT 141
AUT 151	AUT 141A
AUT 151A	CIS 111

SUMMER SEMESTER I
TRN 140
TRN 140A

Total Credits..........16

Baking and Pastry Arts
A.A.S. Degree (A55130)

Associate in Applied Science Program

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing. Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

Semester Hour Credits

I. General Education Courses

ENG-111	Writing and Inquiry	3
COM 110	Introduction to Communication	3
	or	
COM 231	Public Speaking	3
Humanities/Fine Arts Elective		3
Social/Behavioral Arts Elective		3
MAT 110	Mathematical Measurement & Lit	3

II. Major Courses

BPA 150	Artisan and Specialty Breads	4
BPA 210	Cake Design & Décorating	3
BPA 250	Dessert/Bread Production	5
BPA 260	Pastry and Baking Marketing	3
CUL 110	Sanitation & Safety	2
CUL 160	Baking I	3
HRM 245	Human Resource Mgmt-Hosp	3
WBL 111	Work-Based Learning I	1
WBL 121	Work-Based Learning II	1

III. Other Major Hours

BPA 120	Petit Fours and Pastry	3
	or	
BPA 130	European Cakes and Tortes	3
BPA 165	Hot and Cold Desserts	3
BPA 220	Confection Artistry	4
BPA 230	Chocolate Artistry	3
BPA 230A	Chocolate Artistry Lab	1
BPA 240	Plated Desserts	3
CIS 111	Basic PC Literacy	2
CUL 110A	Sanitation and Safety Lab	1
CUL 140	Culinary Skills I	5
CUL 260	Baking II	3
WBL 115	Work-Based Learning Seminar	1

Total Credits..........69

FALL SEMESTER I	**SPRING SEMESTER I**
CUL 110	BPA 150
CUL 110A	BPA 165
CUL 140	BPA 210
CUL 160	CUL 260
ENG 111	HRM 245
CIS 111	

SUMMER SEMESTER I
WBL 111
WBL 115
Soc/Behav Elect
Humanities/FA Elect

FALL SEMESTER II	**SPRING SEMESTER II**
BPA 120 or BPA 130	BPA 230
BPA 220	BPA 230A
BPA 240	BPA 250
COM 110 OR COM 231	BPA 260
WBL 121	MAT 110

Basic Law Enforcement Training

CERTIFICATE (C55120)

Certificate Program

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study, which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission, to receive a certificate.

Job opportunities are available with state, county, and municipal governments in North Carolina. In addition, knowledge, skills, and abilities acquired in this course of study qualify one for job opportunities with private enterprises in such areas as industrial, retail, and private security.

Students who successfully complete the BLET Program can receive credit for CJC 120, CJC 131 and CJC 221.

CJC 100 - Law Enforcement Training

Prerequisite: Approval of the BLET Director., NEED STATEMENT HERE ABOUT THE NEW TEST AND MINIMUM SCORES, and a sponsorship letter is recommended.

The following items are required for admission to the BLET program:

- Must be at least 20 years of age
- Must have a valid North Carolina driver's license
- Must submit a Medical Examination Form completed by a North Carolina licensed physician
- Must provide a Certified Criminal History Check report
- Must be a citizen of the United States

This course is designed to provide the student with basic skills and basic knowledge necessary to perform those tasks essential to function in law enforcement. The course consists of 624 hours of instruction in the following topic areas:

Course Orientation	6
Physical Fitness Training	54
Ethics of Professional Law Enforcement	4
Arrest, Search & Seizure/Constitutional Law	28
Elements of Criminal Law	24
Communication Skills for Law Enforcement Officers	8
Law Enforcement Radio Procedures and Communication Systems	8
Field Notetaking & Report Writing	12
Interviews: Field & In-Custody	16
Subject Control/Arrest Techniques	40
Juvenile Laws & Procedures	10
Fingerprinting & Photographing Arrestees	6
Dealing with Victims & the Public	10
Firearms	48
Criminal Investigation	34
ABC Laws and Procedures	4
Motor Vehicle Law	20
Law Enforcement Driver Training	40
Crime Prevention Techniques	6
First Responder	32
Domestic Violence Response	12
Controlled Substances	12
Techniques of Traffic Law Enforcement	24
In-Custody Transportation	8
Traffic Accident Investigation	20
Explosives & Hazardous Material Emergencies	12
Individuals with Mental Illness and Retardation	8
Crowd Management	12
Preparing for & Testifying In Court	12
Patrol Techniques	26
Sheriff's Responsibilities: Detention Duties	4
Sheriff's Responsibilities: Court Duties	6
Civil Process	24
Testing	20
Anti-Terrorism	4
Rapid Deployment	8
Human Trafficking	2
Total Hours	**624**
Total Credits	**199**

Boat Building (Wooden)

DIPLOMA (D35120)
CERTIFICATE (C35120)

Diploma Program

The Boat Building curriculum prepares individuals for employment in the boat building and boat repair industry. Today's boat builders are highly skilled craftspeople who can create complex shapes out of wood.

Course work includes reading boat plans, lofting, setting up the building jig, fashioning the structural timbers, and different planking techniques. Interior joinery, exterior joinery, and yacht rigging is also covered.

Graduates may find work with yacht manufacturers, high end furniture shops, architectural millwork shops, and companies installing built in furniture in homes. Other opportunities can be found in boat maintenance and repair yards.

I. General Education Courses

		Semester Hour Credits
ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3

II. Major Courses

BTB 101	Boat Building I	10
BTB 102	Boat Building II	9
BTB 103	Yacht Joiner Practices I	4
BTB 104	Yacht Joiner Practices II	3
BTB 105	Yacht Repair/Renovation	5
CIS 111	Basic PC Literacy	2
DFT 100	Marine Drafting	2
BTB 109	Yacht Rigging	2

Total Credits **43**

FALL SEMESTER I
BTB 101
CIS 111
DFT 100
MAT 110

SUMMER SEMESTER I
BTB 104
BTB 105
BTB 109

SPRING SEMESTER I
BTB 102
BTB 103
ENG 101

Boat Building

Certificate Program

(EVENINGS)

Major Courses

		Semester Hour Credits
BTB 101A	Boat Building IA	5
BTB 101B	Boat Building IB	5
DFT 100	Marine Drafting	2

Total Credits **12**

FALL SEMESTER I
BTB 101A
DFT 100

SPRING SEMESTER I
BTB 101B

Boat Manufacture and Service

DIPLOMA (D60330)

Diploma Program

The Boat Manufacture and Service Technology program prepares students for employment in the manufacture and service of boats. Students learn the basics of boat design and the implementation of those designs in various components and/or complete boats or yachts.

Course work includes reading and interpreting marine blueprints, manuals, and other documents common to the industry; lofting; constructing forms and mold-making; application of concepts and techniques in composite, and fiberglass; marine woodworking; interior finishing; and marine mechanical, electrical, and plumbing systems.

Graduates may find employment with boat/yacht manufacturers, service yards, dealerships doing commissioning work, and companies doing custom boat building.

I. General Education Courses

		Semester Hour Credits
CIS 111	Basic PC Literacy	2
ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3

II. Major Courses

Select a minimum of 12 hours:

BMS 117	Marine Spray Finishing	2
BTB 110	Fiberglass Boat Building I	5
BTB 111	Fiberglass Boat Building II	5
BTB 112	Fiberglass Boat Repairs	3
BTB 115	Hull and Joinerwork Prep	3

III. Required Subject Area

Marine Services

BTB 106	Engine Install/Systems	5
BTB 107	Boat Electrical Systems	5
BTB 108	Boat Plumbing Systems	4

Total Credits **40**

FALL SEMESTER I
BTB 107
BTB 108
BTB 115
MAT 110

SUMMER SEMESTER I
BTB 111
BTB 112
CIS 111

SPRING SEMESTER I
BTB 106
BTB 110
BMS 117
ENG 101

Business Administration

A.A.S. DEGREE (A25120)
DIPLOMA - Office Systems Diploma (D25120)
CERTIFICATE - Banking and Finance (C25120B)
CERTIFICATE - Customer Service (C25120C)
CERTIFICATE - Entrepreneurship (C25120E)
CERTIFICATE - International Business (C25120G)
CERTIFICATE - Management and Supervision (C25120A)
CERTIFICATE - Office Systems (C25120D)
CERTIFICATE - Project Management (C25120F)

Associate in Applied Science Program

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy. Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making. Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry..

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
Humanities/Fine Arts Elective		3
3 SHC Natural Science, or MAT		3
Social/Behavioral Science Elective		3

II. Major Courses

ACC 120	Principles of Financial Accounting I	4
ACC 121	Principles of Managerial Accounting	4
ACC 122	Principles of Financial Accounting II	3
ACC 129	Individual Income Taxes	3
BUS 110	Introduction to Business	3
BUS 115	Business Law	3
BUS 121	Business Math	3
BUS 125	Personal Finance	3
BUS 137	Principles of Management	3
BUS 225	Business Finance	3
BUS 285	Business Management Issues	3
CIS 111	Basic PC Literacy	2
CTS 130	Spreadsheet Concepts	3
ECO 151	Survey of Economics	3
MKT 120	Principles of Marketing	3
OMT 156	Problem Solving Skills	3
PMT 110	Introduction to Project Management	3

III. Business Administration Electives

Students are required to take at least 6 SHC from the following:

ACC 150	Accounting Software Applications	2
ACC 220	Intermediate Accounting I	4
BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BAF 232	Consumer Lending	3
BAF 234	Residential Mort Lending	3
BUS 135	Principles of Supervision	3
BUS 230	Small Business Management	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
MKT 221	Consumer Behavior	3
MKT 223	Customer Service	3
MKT 224	International Marketing	3
OST 131	Keyboarding	2
OST 136	Word Processing	3
MKT 232	Social Media Marketing	4
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
WBL 111(BA)	Work-Based Learning I	1
WBL 121(BA)	Work-Based Learning II	1
WBL 131(BA)	Work-Based Learning III	1

Total Credits 70/71

FALL SEMESTER I	FALL SEMESTER II
ACC 120	BUS Elective
BUS 121	BUS 115
CIS 110 or CIS 111	........................BUS Elective
ENG 111	BUS 225
BUS 110	ECO 151

SPRING SEMESTER I	SPRING SEMESTER II
ACC 121	BUS Elective
CTS 130	BUS 285
MKT 120	PMT 110
OMT 156	Humanities/Fine Arts Elect
3 SHC Natural Science, or MAT	Social/Behav Science Elect

SUMMER SEMESTER I
BUS 125
BUS 137
ENG 114

Business Administration Office Systems
Diploma Program

Semester Hour Credits

I. General Education Courses

ENG-111Writing and Inquiy 3
ENG 114 Professional Research and Report 3

II. Major Courses

ACC 120	Principles of Financial Accounting	3
ACC 150	Accounting Software Applications	2
BUS 110	Introduction to Business	3
BUS 115	Business Law	3
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
CTS 130	Spreadsheets	3

DBA 110	Database Concepts	3
ECO 151	Survey of Economics	3
MKT 120	Principles of Marketing	3
OST 131	Keyboarding	2
OST 136	Word Processing	3

Total Credits 40/41

FALL SEMESTER I	SPRING SEMESTER I
ACC 120	ACC 150
BUS 110	BUS 115
CIS 110 OR CIS 111	BUS 137
ENG 111	CTS 130
MKT 120	ECO 151
	OST 131

SUMMER SEMESTER I
DBA 110
ENG 114
OST 136

Business Administration Banking and Finance
Certificate Program

Banking and finance is a concentration under the title of Business Administration. This curriculum is designed to prepare individuals for a career with various financial institutions and other businesses.

Semester Hour Credits

Major Courses

BAF 110	Principles of Banking	3
BAF 111	Teller Training	3
BAF 232	Consumer Lending	3
BAF 234	Residential Mort Lending	3
BUS 125	Personal Finance	3
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2

Total Credits 17/18

FALL SEMESTER I	SPRING SEMESTER I
BAF 110	BAF 232
BUS 125	BAF 111
CIS 110 or CIS 111	BAF 234

Customer Service
Certificate Program

This program stresses the importance of customer relations in the business world. Emphasis is placed on developing communication tools, understanding the business environment and learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to understand and communicate with customers and resolve problems and complaints.

Semester Hour Credits

Major Courses

BUS 110	Introduction to Business	3
MKT 120	Principles of Marketing	3
MKT 221	Consumer Behavior	3
MKT 223	Customer Service	3
MKT 232	Social Media Marketing	4

Total Credits 16

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	MKT 221
MKT 120	MKT 232
MKT 223	

Entrepreneurship
Certificate Program

Semester Hour Credits

Major Courses

ACC120	Principles of Financial Acctg	4
ACC 150	Accounting Software Applications	2
BUS 110	Introduction to Business	3
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
MKT 120	Principles of Marketing	3
	or	
MKT 223	Customer Service	3

Total Credits 17/18

FALL SEMESTER I	SPRING SEMESTER I
ACC 120	ACC 150
CIS 111 or CIS 110	BUS 230
BUS 110	MKT 120 or MKT 223

International Business
Certificate Program

Semester Hour Credits

Major Courses

BUS 110	Introduction to Business	3
BUS 137	Principles of Management	3
ECO 151	Survey of Economics	3
INT 110	International Business	3
MKT 223	Customer Service	3
MKT 224	International Marketing	3

Total Credits 18

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	BUS 137
INT 110	ECO 151
MKT 223	MKT 224

Management and Supervision Certificate Program

Semester Hour Credits

Major Courses

BUS 110	Introduction to Business	3
BUS 135	Principles of Supervision	3
Bus 137	Principles of Management	3
INT 110	International Business	3
OMT 156	Problem Solving Skills	3
PMT 110	Introduction to Project Management	3

Total Credits 18

FALL SEMESTER I	SPRING SEMESTER I
BUS 110	BUS 135
INT 110	BUS 137
OMT 156	PMT 110

Office Systems Certificate Program

Semester Hour Credits

Major Courses

CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
CTS 130	Spreadsheets	3
DBA 110	Database Concepts	3
OMT 156	Problem Solving Skills	3
OST 131	Keyboarding	2
OST 136	Word Processing	3

Total Credits 16/17

FALL SEMESTER I	SPRING SEMESTER I
CIS 110 OR CIS 111	CTS 130
OMT 156	DBA 110
OST 131	OST 136

Project Management Certificate Program

Semester Hour Credits

Major Courses

BUS 110	Introduction to Business	3
BUS 115	Business Law	3
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
CTS 240	Project Management	3
MKT 223	Customer Service	3
PMT 110	Intro to Project Management	3

Total Credits 17/18

FALL SEMESTER I	SPRING SEMESTER I
CIS 110 or CIS 111	BUS 115
BUS 110	CTS 240
MKT 223	PMT 110

Cardiovascular Sonography

DIPLOMA (D45160)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Diploma Program

The Cardiovascular Sonography curriculum provides the individual with the knowledge and skills necessary to acquire, process, and evaluate the human heart and vascular structures. A cardiovascular sonographer uses high frequency sound waves to produce images of the heart and vascular structures.

Course work includes effective communication and patient care skills combined with a knowledge of physics, human anatomy, physiology, and pathology, all of which are essential to obtaining high quality sonographic images.

Graduates may be eligible to apply to the American Registry of Diagnostic Medical Sonographers for examinations in physics, cardiovascular physics, vascular physics, and adult echocardiography. Graduates may find employment in hospitals, physicians' offices, mobile services, and educational institutions.

Semester Hour Credits

I. General Education Courses

COM 110	Introduction to Communications	3
	or	
COM 231	Public Speaking	3
	or	
COM 120	Intro to Interpersonal Communication	3
PSY 150	General Psychology	3
	or	
SOC 210	Introduction to Sociology	3

II. Major Courses

CVS 160	Clinical Education I	5
CVS 161	Clinical Education II	8
CVS 162	Clinical Education III	5
CVS 163	Echo I	4
CVS 164	Echo II	4
CVS 277	Cardiovascular Topics	2
SON 111	Sonographic Physics	4
SON 250	Vascular Sonography	2

Total Credits 40

FALL SEMESTER I	SUMMER SEMESTER I
SON 111	CVS 162
CVS 160	CVS 277
CVS 163	
Communications Elective	

SPRING SEMESTER I
CVS 161
CVS 164
SON 250
Social/Behav Science Elective

Carpentry

DIPLOMA (D35180)
CERTIFICATE (C35180)

Diploma Program

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related jobs.

		Semester Hour Credits
I. General Education Courses		
ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3
II. Major Courses		
BPR 130	Print Reading-Construction	3
CAR 111	Carpentry I	8
CAR 112	Carpentry II	8
CAR 113	Carpentry III	6
CAR 114	Residential Building Codes	3
CAR 115	Residential Planning/Estimating	3
SST 140	Green Building and Design Concepts	3
Total Credits		**40**

FALL SEMESTER I	**SUMMER SEMESTER I**
SST 140	CAR 113
CAR 111	CAR 114
BPR 130	
MAT 110	

SPRING SEMESTER I
CAR 112
CAR 115
ENG 101

Carpentry Certificate Program

		Semester Hour Credits
Major Courses		
BPR 130	Print Reading-Construction	3
CAR 111	Carpentry I	8
CAR 114	Residential Building Codes	3
CAR 115	Residential Planning/Estimating	3
Total Credits		**17**

FALL SEMESTER I	**SUMMER SEMESTER I**
BPR 130	CAR 114
CAR 111	

SPRING SEMESTER I
CAR 115

Chemical Technology

A.A.S. DEGREE (A20120)

Associate in Applied Science Program

The Chemical Technology curriculum prepares individuals for work as analytical technicians in chemical laboratories associated with chemical production, environmental concerns, pharmaceuticals, or general analysis.

Course work includes general chemistry, organic chemistry, introductory chemical engineering, qualitative analysis, and quantitative analysis, including such instrumental techniques as spectroscopy (UV-Vis, IR, AA) and chromatography (GC, LC, IC). Students also utilize computerized data collection, reduction, and graphic presentation.

Graduates should qualify as entry-level chemical laboratory technicians. Their duties may include chemical solution preparation, raw material, product, or environmental sampling, and/or sample testing via wet chemistry or instrumental techniques.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
COM 110	Introduction to Communication	3
Humanities/Fine Arts Elective		3
MAT 171	Precalculus Algebra	3
	and	
MAT 172	Precalculus Trigonometry	3
Social/Behavioral Science Elective		3
CTS 130	Spreadsheet	3
II. Major Courses		
CIS 110	Intro to Computers	3
CTC 111	Basic Chemistry I	7
CTC 112	Basic Chemistry II	7
CTC 120	Organic Chemistry I	2
CTC 140	Organic Processes	7
CTC 220	Organic Chemistry II	6
CTC 230	Organic Chemistry III	5
CTC 240	Industrial Analysis I	5
CTC 250	Industrial Analysis II	5
ISC 278	cGMP Quality Systems	2
III. Electives		
Select 2 hours from the list below.		
BIO 111	General Biology	4
CTS 130	Spreadsheet	3
ISC 112	Industrial Safety	2
ISC 130	Intro to Quality Control	3
PHY 151	College Physics I	4

SST 110	Intro to Sustainability	3
WBL 111	Work-Based Learning I	1
WBL 121	Work-Based Learning II	1
WBL 131	Work-Based Learning III	1

Total Credits **72**

FALL SEMESTER I	FALL SEMESTER II
CTC 111	CTC 220
ENG 111	CTC 240
MAT 171	Social/Behav Science Elect
CIS 110	Chemical Technology Elect

SPRING SEMESTER I	SPRING SEMESTER II
CTC 112	CTC 230
CTC 120	CTC 250
COM 110	Humanities/Fine Arts Elect
MAT 172	

SUMMER SEMESTER I
CTC 140
Chemical Technology Elect
ISC 278

Collision Repair and Refinishing Technology

DIPLOMA (D60130)
CERTIFICATE (C60130)

Diploma Program

The Collision Repair and Refinishing Technology curriculum prepares individuals to become qualified technicians who possess the diverse skills required to perform quality repairs and proper refinishing techniques on automobile bodies and to diagnose and repair mechanical and electrical systems.

Coursework includes classroom and laboratory experiences that integrate technical application with academic theory. Emphasis is placed on autobody fundamentals, painting and refinishing, structural and non-structural damage repair, mechanical and electrical component repair or replacement, and common industry practices.

Graduates should be qualified to take National Institute for Automotive Service Excellence (ASE) certification examinations and also for entry-level employment in automotive dealerships, independent repair shops, or through self-employment, as collision repair and refinishing technicians.

Semester Hour Credits

I. General Education Courses

ENG 101	Applied Communications I	3
MAT 110	Math Measurement & Literacy	3

II. Major Courses

AUB 111	Painting and Refinishing I	4
AUB 112	Painting and Refinishing II	4
AUB 114	Special Finishes	2
AUB 121	Non-Structural Damage I	3
AUB 122	Non-Structural Damage II	4
AUB 131	Structural Damage I	4
AUB 136	Plastics and Adhesives	3
AUB 141	Mechanical and Electrical Components I	3
AUB 162	Autobody Estimating	2
CIS 111	Basic PC Literacy	2
TRN 110	Intro to Transport Technology	2
TRN 140	Transport Climate Control	2
TRN 140A	Transport Climate Control Lab	2
TRN 180	Basic Welding for Transport	3

Total Credits **46**

FALL SEMESTER I	SUMMER SEMESTER I
AUB 111	AUB 114
AUB 121	AUB 136
CIS 111	AUB 162
TRN 110	TRN 140
MAT 110	TRN 140A

SPRING SEMESTER I
AUB 112
AUB 122
AUB 131
AUB 141
TRN 180
ENG 101

Collision Repair and Refinishing Technology

Certificate Program

FALL SEMESTER I	SPRING SEMESTER I
AUB 111	AUB 121
TRN 180	TRN 110

Total Credits **12**

Community Spanish Interpreter

A.A.S. DEGREE (A55370)

Associate in Applied Science Program

The Community Spanish Interpreter curriculum prepares individuals to work as entry-level bilingual professionals who will provide communication access in interview and interactive settings. In addition, this curriculum provides educational training for working professionals who want to acquire Spanish language skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Hispanic community; and acquisition of communication skills.

Graduates should qualify for entry-level jobs as para-professional bilingual employees in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
ENG 114	Professional Research and Reporting	3
Natural Science Elective or MAT 110 or MAT 143		3
Social/Behavioral Science Elective		3
Humanities/Fine Arts Elective		3

II. Major Courses

SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 120	Spanish for the Workplace	3
SPA 141	Culture and Civilization	3
SPA 161	Cultural Immersion	3
SPA 181	Spanish Lab I	1
SPA 182	Spanish Lab II	1
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SPA 215	Spanish Phonetics/Structure	3
SPA 221	Spanish Conversation	3
SPA 231	Reading and Comprehension	3
SPA 281	Spanish Lab III	1
SPA 282	Spanish Lab IV	1
SPI 113	Intro to Spanish Interpretation	3
SPI 114	Analytical Skills Spanish Interp	3
SPI 213	Review of Grammar	3
SPI 214	Intro to Translation	3
SPI 221	Consecutive Interp I	3
WBL 111(CS)	Work-Based Learning I	1
WBL 115(CS)	Work-Based Learning Seminar I	1

III. Other Major Courses

CIS 111	Basic PC Literacy	2
SPI 241	Legal Interpreting I	3
	or	
SPI 243	Medical Interpreting I	3
SPI 245	Community Interpreting I	3

Total Credits 74

FALL SEMESTER I	FALL SEMESTER II
CIS 111	SPA 212
ENG 111	SPA 161
MAT 110 or MAT 143 or	SPA 282
Natural Science Elective	SPI 213
SPA 111	SPI 113
SPA 181	

SPRING SEMESTER I	SPRING SEMESTER II
ENG 114	SPA 221
Social/Behav Science Elect	SPA 231
SPA 112	SPI 214
SPA 182	SPI 120
SPA 141	SPI 245

SUMMER SEMESTER I	SUMMER SEMESTER II
SPA 211	Humanities/Fine Arts Elect
SPA 281	SPI 221
SPI 114	SPI 243 or SPI 241
SPA 215	WBL 111SI
	WBL 115SI

Computer-Integrated Machining

A.A.S. DEGREE (A50210)
CERTIFICATE (C50210)

Associate in Applied Science Program

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
COM 110	Intro to Communication	3
Humanities/Fine Arts Elective		3
MAT 121	Algebra/Trig	3
Social/Behavioral Science Elective		3
II. Major Courses		
DFT 119	Basic CAD	2
MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 113	Machining Technology III	6
MAC 121	Intro to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
MAC 131	Blueprint Reading: MACH I	2
MAC 132	Blueprint Reading: MACH II	2
MAC 152	Advanced Machining Calculations	2
MAC 222	Advanced CNC Turning	2
MAC 224	Advanced CNC Milling	2
MAC 233	Applications in CNC Machining	6
MAC 241	Jigs and Fixtures I	4
MAC 245	Mold Construction I	4
MAC 248	Production Procedures	2
MEC 231	Comp-Aided Manufact I	3
MEC 232	Comp-Aided Manufact II	3
Total Credits		**73**

FALL SEMESTER I	FALL SEMESTER II
COM 110	MAC 113
MAC 111	MAC 224
MAC 121	MAC 241
MAC 131	MEC 232
MAT 121	

SPRING SEMESTER I	SPRING SEMESTER II
ENG 111	MAC 222
MAC 112	MAC 233
MAC 124	MAC 245
MAC 132	MAC 248
Social/Behav. Science Elect	Humanities/Fine Arts Elect

SUMMER SEMESTER I
DFT 119
MAC 122
MAC 152
MEC 231

Computer-Integrated Machining
COMPUTER NUMERICAL CONTROL (CNC) MACHINE TOOL OPERATOR
Certificate Program (DAY AND EVENINGS)

		Semester Hour Credits
Major Courses		
MAC 111	Machining Technology I	6
MAC 112	Machining Technology II	6
MAC 121	Introduction to CNC	2
MAC 122	CNC Turning	2
MAC 124	CNC Milling	2
Total Hours		**18**

FALL SEMESTER I	SUMMER SEMESTER I
MAC 111	MAC 122
MAC 121	

SPRING SEMESTER I
MAC 112
MAC 124

Computer Technology Integration

A.A.S. DEGREE (A25500)
DIPLOMA-INFORMATION TECHNOLOGY (D25500A)
DIPLOMA - INFORMATION SYSTEMS SECURITY (D25500C)
DIPLOMA-NETWORK ADMINISTRATION (D25500D)
DIPLOMA-SOFTWARE DEVELOPMENT (D25500E)
DIPLOMA-SYSTEMS ADMINISTRATION (D25500F)
DIPLOMA-WEB DEVELOPMENT (D25500G)
CERTIFICATE-INFORMATION TECHNOLOGY CORE (C25500A)
CERTIFICATE-INFORMATION SYSTEMS SECURITY (C25500C)
CERTIFICATE-NETWORK TECHNOLOGY (C25500D)
CERTIFICATE-SOFTWARE DEVELOPMENT (C25500E)
CERITICATE-OPERATING SYSTEMS ADMINISTRATION (C25500F)
CERTIFICATE-WEB DEVELOPMENT (C25500G)
CERTIFICATE-CISCO NETWORKING (C25500H)
CERTIFICATE-COMPUTER FORENSICS (C25500I)
CERTIFICATE-VIRTUALIZATION TECHNOLOGY (C25500J)

Associate in Applied Science Program

The Computer Technology Integration (CTI) curriculum prepares graduates for employment as designers, testers, support technicians, administrators, developers, or programmers with organizations that use computers to design, process, manage, and communicate information, depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to communicate and solve technical issues related to information support and services, interactive media, network systems, programming and software development, and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

Semester Hour Credits

I. General Education Courses

Communications Elective		3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts elective		3
MAT 121	Algebra/Trigonometry I	3
Social/Behavioral Science Elective		3

II. Major Courses

CET 130	Operating System Principles	3
CIS 110	Introduction to Computers	3
CTI 110	Web, Prog, & Database Found.	3
CTI 120	Network & Security Found.	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
NET 110	Networking Concepts	3
	and	
NET 111	Internetwork Arch & Design	3
	or	
NET 125	Networking Basics	3
	and	
NET 126	Routing Basics	3
NET 116	Fund. of Voice/Data Cable	3
TNE 255	Network Servers	3

III. Computer Technology Integration Electives

Students are required to take 9 SHC from the following:

CET 125	Voice and Data Cabling	3
CCT 250	Network Vulnerabilities I	3
CCT 251	Network Vulnerabilities II	3
CCT 260	Mobile Phone Examination	3
CET 150	Computer Forensics	3
CET 172	Internet Technologies	3
CET 245	Internet Servers	3
CET 250	Computer Forensics II	3
CIS 115	Intro to Prog & Logic	3
CSC151	JAVA Programming	3
CSC153	C# Programming	3
CSC 251	Adv. JAVA Programming	3
CSC 284	Emerging Comp Prog Tech	3
CTI 135	Intro to Green IT	3
CTI 141	Cloud & Storage Concepts	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3
CTS 130	Spreadsheet	3
CTS 240	Project Management	3
DBA 110	Database Concepts	3
DBA 120	Database Programming I	3
ELN 131	Analog Electronics I	3
ELN 133	Digital Electronics	3
NET 225	Advanced Router and Switching I	3
NET 226	Advanced Router and Switching II	3
SEC 110	Security Concepts	3
SEC 160	Security Admin I	3
SEC 260	Security Admin II	3
WEB 151	Mobil App. Development	3
WEB 179	JAVA Web Programming	3
WEB 210	Web Design	3
WEB 213	Internet Marketing & Analytics	3

Total Credits 72

FALL SEMESTER I	FALL SEMESTER II
CIS 110	CET 245
CTS 120	Major Elective
CTI 110	Soc/Behav Sci Elective
CTI 120	MAT 121
CTS 115	
ENG 111	

SPRING SEMESTER I	SPRING SEMESTER II
Major Elective	Hum/Fine Arts Elective
CTS 220	Major Elective
NET125Mini or NET110Mini	TNE 255
NET126Mini or NET111Mini	Major Elective
Major Elective	Major Elective

SUMMER SEMESTER I

CET 130
Major Elective
Communications Elective

Computer Technology Integration

Information Technology

Diploma Program

This diploma offers students the ability to become familiar with most IT areas of knowledge and skill. Graduates should be ready for work as help desk technicians, network technicians, software application technicians, and overall IT generalists.

Semester Hour Credits

I. General Education Courses

Communications Elective		3
ENG 111	Writing and Inquiry	3

II. Major Courses

CET 130	Operating System Principles	3
CET 172	Internet Technologies	3
CIS 110	Introduction to Computers	3
CIS 115	Intro to Prog & Logic	3
CTI 110	Web, Prog, & Database Found.	3
CTI 120	Network & Security Found.	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
CTS 240	Project Management	3

NET 110	Networking Concepts	3
	and	
NET 111	Internetwork Arch & Design	3
	or	
NET 125	Networking Basics	3
	and	
NET 126	Routing Basics	3
SEC 110	Security Concepts	3

Total Hours **42**

FALL SEMESTER I
CIS 110
CTI 110
CTI 120
CTS 115
CTS 120
ENG 111

SUMMER SEMESTER I
CET 130
CET 172
Communications Elective

SPRING SEMESTER I
CIS 115
CTS 220
NET 125Mini or NET 110Mini
NET 126Mini or NET 111Mini
SEC 110

Computer Technology Integration
Information Technology Certificate Program

Semester Hour Credits
Total Hours **18**

FALL SEMESTER I
CIS 110
CTS 120
CTS 115

SPRING SEMESTER I
CTI 110
CTI 120
CTS 220

Computer Technology Integration
Information Systems Security Diploma Program

This diploma offers students a specialization in securing a variety of information technology systems including a general overview of security to prepare students to sit for the Security + certification. Students would also receive a rich background in computer forensics. Graduates would be ready for work as IS systems security technicians or security administrators/officers, or as computer forensics engineers.

Semester Hour Credits

I. General Education Courses

Communications Elective		3
ENG 111	Writing and Inquiry	3

II. Major Courses

CCT 250	Network Vulnerabilities I	3
CCT 251	Network Vulnerabilities II	3
CCT 260	Mobile Phone Examination	3
CET 150	Computer Forensics I	3
CET 250	Computer Forensics II	3
CIS 110	Introduction to Computers	3
CTI 110	Web, Prog, & Database Found	3
CTI 120	Network & Security Found	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
NET 110	Networking Concepts	3
	or	
NET 125	Networking Basics	3
SEC 110	Security Concepts	3
SEC 160	Security Admin I	3

Total Hours **48**

FALL SEMESTER I
CIS 110
CTI 110
CTI 120
CTS 120
NET 110 or NET 125
SEC 110

SUMMER SEMESTER I
CCT 251
CET 250
Communications Elective
ENG 111

SPRING SEMESTER I
CCT 250
CCT 260
CET 150
CTS 115
CTS 220
SEC 160

Computer Technology Integration
Information Systems Security Certificate Program

Semester Hour Credits
Total Hours **18**

FALL SEMESTER I
CIS 110
NET 110 or NET 125
SEC 110

SPRING SEMESTER I
CCT 250
SEC 160

SUMMER SEMESTER I
CCT 251

Computer Technology Integration
Network Administration
Diploma Program

This diploma offers students a specialization in vendor-neutral networking systems, as well as Cisco® networking systems. Graduates would be ready for work as network technicians, network administrators, and network security officers.

		Semester Hour Credits
I. General Education Courses		
Communications Elective		3
ENG 111	Writing and Inquiry	3
II. Major Courses		
CET 130	Operating Systems Principles	3
CET 245	Internet Servers	3
CIS 110	Introduction to Computers	3
CTI 110	Web, Prog, & Database Found.	3
CTI 120	Network & Security Found.	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
NET 125	Networking Basics	3
NET 126	Routing Basics	3
NET 225	Routing and Switching I	3
NET 226	Routing and Switching II	3
Total Hours		**45**

FALL SEMESTER I	SUMMER SEMESTER I
CIS 110	Communications Elective
CTI 120	CTI 110
CTS 115	CET 245
CTS 120	TNE 255
NET 125Mini	
NET 126Mini	

SPRING SEMESTER I
CET 130
ENG 111
CTS 220
NET 225Mini
NET 226Minii

Computer Technology Integration
Network Technology
Certificate Program

	Semester Hour Credits
Total Hours	**18**

FALL SEMESTER I	SPRING SEMESTER I
CIS 110	CTS 220
CTS 120	NET 111 or NET 126
NET 110 or NET 125	NET 116

Computer Technology Integration
Software Development
Diploma Program

This diploma offers students a specialization in software development including programming JAVA, Visual Basic, Python and C programming languages, as well as database programming and mobile application development. Graduates would be ready for work as software designers, associate software developers or engineers, software maintenance technicians, mobile app designers and technicians.

		Semester Hour Credits
I. General Education Courses		
Communications Elective		3
ENG 111	Writing and Inquiry	3
II. Major Courses		
CET 172	Internet Technologies	3
CIS 110	Introduction to Computers	3
CIS 115	Info Sys Business Concepts	3
CSC 151	JAVA Programming	3
CSC 251	Adv JAVA Programming	3
CTI 110	Web, Prog, & Database Found.	3
CTI 120	Network & Security Found.	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
DBA 120	Database Programming and Logic	3
WEB 151	Mobile App Development	3
WEB 210	Web Design	3
Total Hours		**45**

FALL SEMESTER I	SUMMER SEMESTER I
CIS 110	Communications Elective
CTI 120	CSC 251
CTS 115	ENG 111
CTS 120	WEB 210
CIS 115	
CTI 110	

SPRING SEMESTER I
CET 172
WEB 151
CTS 220
CSC 151
DBA 120

Computer Technology Integration
Software Development
Certificate Program

	Semester Hour Credits
Total Hours	**18**

FALL SEMESTER I	SPRING SEMESTER I
CIS 110	CSC 251
CIS 115	DBA 120
CSC 151	WEB 151

Computer Technology Integration
Systems Administration
Diploma Program

This diploma offers students a specialization in software development including programming JAVA, Visual Basic, Python and C programming languages, as well as database programming and mobile application development. Graduates would be ready for work as software designers, associate software developers or engineers, software maintenance technicians, mobile app designers and technicians.

		Semester Hour Credits
I. General Education Courses		
Communications Elective		3
ENG 111	Writing and Inquiry	3
II. Major Courses		
CET 130	Operating Systems Principles	3
CET 245	Internet Servers	3
CIS 110	Introduction to Computers	3
CTI 110	Web, Prog, & Database Found	3
CTI 120	Network & Security Found	3
CTI 141	Cloud and Storage Concepts	3
CTI 240	Virtualization Admin I	3
CTI 241	Virtualization Admin II	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
TNE 255	Network Servers	3
Total Hours		**42**

FALL SEMESTER I
CET 130
CIS 110
CTI 110
CTI 120
CTS 115
CTS 120

SUMMER SEMESTER I
Communications Elective
CTI 141
CTI 241

SPRING SEMESTER I
CET 245
ENG 111
CTI 240
CTS 220
TNE 255

Computer Technology Integration
Operating Systems Administration
Certificate Program

	Semester Hour Credits
Total Hours	**18**

FALL SEMESTER I
CET 130
CIS 110
CTS 120

SPRING SEMESTER I
CET 245
CTS 220
TNE 255

Computer Technology Integration
Web Development
Diploma Program

This diploma offers students a specialization in web development including web design using various languages such as JAVA or HTML, designing of web graphics to enhance websites, and topics on optimizing websites for marketing purposes and analytics. Graduates would be ready for work as web designers, website administrators, and internet marketing analysts.

		Semester Hour Credits
I. General Education Courses		
Communications Elective		3
ENG 111	Writing and Inquiry	3
II. Major Courses		
CET 172	Internet Technologies	3
CIS 110	Introduction to Computers	3
CIS 115	Intro to programming & Logic	3
CTI 110	Web, Prog, & Database Found	3
CTI 120	Network & Security Found	3
CSC 284	Emerging Comp Prog Tech	3
CTS 115	Info Systems Bus. Concepts	3
CTS 120	Hardware/Software Support	3
CTS 220	Adv. Hardware/Software Support	3
WEB 151	Mobile App Development	3
WEB 210	Web Design	3
WEB 213	Internet Marketing and Analytics	3
Total Hours		**42**

FALL SEMESTER I
CET 172
CIS 110
CTI 110
CTS 115
CTS 120

SUMMER SEMESTER I
Communications Elective
CSC 284
ENG 111
WEB 210

SPRING SEMESTER I
CIS 115
CTI 120
CTS 220
WEB 151
WEB 213

Computer Technology Integration
Web Development
Certificate Program

	Semester Hour Credits
Total Hours	**15**

FALL SEMESTER I
CET 172
CIS 110

SPRING SEMESTER I
CSC 284
WEB 210
WEB 213

Computer Technology Integration
Cisco Networking
Certificate Program

This certificate includes hardware fundamentals, as well as the four Cisco Networking Academy Explorer courses, which prepare and provide eligibility for students to sit for the Cisco Certified Network Associate (CCNA) certification.

Semester Hour Credits

Total Hours 18

FALL SEMESTER I	SPRING SEMESTER I
CIS 110	NET 225
CTS 120	NET 226
NET 125	
NET 126	

Computer Technology Integration
Computer Forensics
Certificate Program

This certificate is comprised of courses that provide full understanding of computer hardware and operating systems. Course work emphasizes detection and prevention of cyber-criminal activity with regard to both standard computer systems and mobile devices.

Semester Hour Credits

Total Hours 21

FALL SEMESTER I	SUMMER SEMESTER I...
CIS 110	CCT 260
CTS 120	CET 250

SPRING SEMESTER I
CET 150
CTS 220

Computer Technology Integration
Virtualization Technology
Certificate Program

This certificate prepares students to work with virtual computing systems in a networked environment. Courses work also includes fundamental understanding of green computing technologies and applications.

Semester Hour Credits

Total Hours 21

FALL SEMESTER I	SUMMER SEMESTER I
CIS 110	CTI 141
CTS 120	CTI 241

SPRING SEMESTER I
CTI 240
CTS 220

Construction Management Technology

A.A.S. DEGREE (A35190)
CERTIFICATE (C35190)

Associate in Applied Science Program

This curriculum is designed to prepare individuals for careers in the construction management field. Such positions may include project manager, superintendent, estimator, or foreman.

Course work includes safety, planning, scheduling, cost control, productivity, human relations, estimating, and building codes. Students will also gain proficiency in specific construction related skills.

Graduates should qualify for entry-level positions in the field of construction management.

Semester Hour Credits

I. General Education Courses

COM 110	Introduction to Communication	3
	or	
COM 120	Interpersonal Communication	3
	or	
COM 231	Public Speaking	3
MAT 121	Algebra/Trigonometry I	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		3

II. Major Courses

ACC 120	Principles of Accounting I	4
BPR 130	Print Reading-Construction	3
CIS 110	Introduction to Computers	3
CMT 112	Construction Mgmt I	6
CMT 120	Codes and Inspections	3
CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance	3
CMT 214	Planning and Scheduling	3
CMT 218	Human Relations Issues	3
CST 111	Construction I	4
CST 241	Planning/Estimating I	3
DFT 151	CAD I	3
SST 140	Green Building and Design Concepts	3

III. Electives (choose a minimum of 8 hours from the list below)

AHR 110	Intro to Refrigeration	5
AHR 114	Heat Pump Technology	3
BUS 115	Business Law	3
BUS 230	Small Business Mgmt	3
CAR 111	Carpentry I	8
CST 150	Building Science	3
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
SST 110	Intro to Sustainability	3

Total Credits 67

FALL SEMESTER I	FALL SEMESTER II
ENG 111	CMT 214
BPR 130	CST 241
CST 111	MAT 121
SST 140	Elective

SPRING SEMESTER I	SPRING SEMESTER II
CMT 112	CMT 218
CMT 210	COM 110 or COM 120 or COM 231
CMT 212	Elective
Humanities/Fine Arts Elect	Social/Behav. Science Elect .

SUMMER SEMESTER I
ACC 120
CMT120
CIS 110
DFT 151

Construction Management Technology
Certificate Program

II. Major Courses

BPR 130	Print Reading-Construction	3
CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance	3
CMT 214	Planning and Scheduling	3
CST 241	Planning/Estimating I	3
Total Credits		**15**

FALL SEMESTER I	FALL SEMESTER II
BPR 130	CMT 214

SPRING SEMESTER I	SPRING SEMESTER II
CMT 210	CST 241
CMT 212	

Cosmetology

A.A.S. DEGREE (A55140)
DIPLOMA (D55140)
CERTIFICATE (C55140)
CERTIFICATE-COSMETOLOGY INSTRUCTORS (C55160)
CERTIFICATE-ESTHETICS (C55230) see Esthetics

Uniforms and name tags are required at an additional cost.

In accordance with the State Board of Cosmetic Arts Rules and Regulations, Section .0700 "School Licensure, Operations, Closing and Relocating Schools", Sub Section 21 NCAC 14T .0701 "School Operations/Licensure Maintenance", students must pass Cosmetology Classes with a "C" or better in order to have met the State Board of Cosmetic Arts requirements for graduation and licensure.

A.A.S Degree Program

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills. Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics. Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Expository Writing	3
COM 110	Introduction to Communication	3
Humanities/Fine Arts elective		3
Social/Behav Science elective		3
MAT 110	Math Measurement and Literacy	3
II. Major Courses		
COS 111	Cosmetology Concepts I	4
COS 112	Salon	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon	4
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
COS 223	Contemporary Hair Color	2
COS 224	Trichology and Chemistry	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2
Total Credits		**64**

FALL SEMESTER I	SPRING SEMESTER I
COS 111	COS 113
COS 112	COS 114

SUMMER SEMESTER I
COS 115
COS 116
COS 224
MAT 110

FALL SEMESTER II	SPRING SEMESTER II
COM 110 OR COM 231	COS 223
COS 117	COS 240
COS 118	COS 260
Soc/Behav Sci Elective	ENG 111
	Hum/Fine Arts Elective

Diploma Program

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and as skin/nail specialists, platform artists, and related business.

The listed courses, CFCC Cosmetology competencies, NC State Board Performances and a minimum of 1500 hours are required for graduation.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Semester Hour Credits

I. General Education Courses

ENG 101	Applied Communications I	3
ENG 102	Applied Communications II	3

II. Major Courses

COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4

III. Required Cosmetology Diploma Electives

Students must take all electives in the set chosen (Set 1 or Set 2).

***Set 1 (*preferred)**

COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7
	or	

Set 2

COS 223	Contemporary Hair Color	2
COS 224	Trichology and Chemistry	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2

Total Credits 46/47

SEMESTER I
COS 111
COS 112
ENG 101

SEMESTER II
COS 113
COS 114
ENG 102

SEMESTER III
COS 115
COS 116

SEMESTER IV
Set 1 (preferred)
COS 117
COS 118
Or
Set 2
COS 223
COS 224
COS 240
COS 260

Cosmetology

Certificate Program

**Upon successful completion, this certificate will give the student 1200 hours of cosmetology training and allow the student to sit for a North Carolina State Board of Cosmetic Arts Apprenticeship License Examination. Upon passage, the student will then have to serve an apprenticeship of 300 hours under the mentorship of a licensed cosmetologist before receiving a full cosmetology license.

Semester Hour Credits

I. General Education Courses

COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4

II. Cosmetology Certificate Electives

Students should take a minimum of 2 SHC from the following:

COS 223	Contemp Hair Coloring	2
COS 224	Trichology & Chemistry	2
COS 240	Contemporary Design	2
COS 260	Design Applications	2

Total Credits 34

FALL SEMESTER I
COS 111
COS 112

SPRING SEMESTER I
COS 113
COS 114
2 hour Cosmetology Elective

SUMMER SEMESTER I
COS 115
COS 116

Cosmetology Instructors

Certificate Program

To enter program, student must be a licensed cosmetologist.

		Semester Hour Credits
I. General Education Courses		
COS 271	Instructors Concepts I	5
COS 272	Instructors Practicum I	7
COS 273	Instructors Concepts II	5
COS 274	Instructors Practicum II	7
Total Credits		**24**

Because the State mandates a minimum number of contact hours for State Certification, this class may exceed the limits for a standard certificate class.

Students in the Cosmetology program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements..

FALL SEMESTER I	SPRING SEMESTER I
COS 271	COS 273
COS 272	COS 274

Criminal Justice Technology

A.A.S. DEGREE (A55180)
CERTIFICATE (C55180)
INDUSTRIAL SECURITY CERTIFICATE (C55180S)

Associate in Applied Science Program

The Criminal Justice Technology curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of law enforcement services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

		Semester Hour Credits
I. General Education Courses		
BIO 110	Principles of Biology	4
	or	
BIO 111	General Biology I	4
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
MAT 143	Quantitative Literacy	3
SOC 210	Intro To Sociology	3
Humanities/Fine Arts Elective		3
II. Major Courses		
CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Community Relations	3
CJC 221	Investigative Principal	4
CJC 231	Constitutional Law	3
III. Other Major Courses		
CIS 111	Basic PC Literacy	2
CJC 114	Investigatory Photo	2
CJC 120	Interview/Interrogations	2
CJC 121	Law Enforcement Operations	3
CJC 132	Court Procedure & Evidence	3
CJC 141	Corrections	3
CJC 160	Terrorism: Underlying Issues	3
CJC 213	Substance Abuse	3
CJC 215	Organization & Adm.	3
CJC 222	Criminalistics	3
SPA 111	Elementary Spanish I	3
WBL111(CJ)	Work-Based Learning I	1
WBL115(CJ)	Work-Based Seminar I	1
Total Credits		**73-74**

Criminal Justice Technology
(DAY)

FALL SEMESTER I
CJC 111
CJC 131
CJC 132
ENG 111
SPA 111

FALL SEMESTER II
CJC 114
CJC 213
CJC 215
COM 231
SOC 210

SPRING SEMESTER I
BIO 110 or BIO 111
CIS 111
CJC 112
CJC 121
CJC 231
Humanities/Fine Arts Elect

SPRING SEMESTER II
CJC 120
CJC 222
CJC 160
MAT 143
WBL 111(CJ)
WBL 115(CJ)

SUMMER SEMESTER I
CJC 113
CJC 141
CJC 212
CJC 221

Criminal Justice Technology
(NIGHT PROGRAM) BEGINNING FALL 2007 AND EACH ODD NUMBER YEAR THEREAFTER.

FALL SEMESTER I
ENG 111
CJC 111

FALL SEMESTER III
CJC 221
SPA 111/181

SPRING SEMESTER I
CJC 131
CJC 132

SPRING SEMESTER III
CJC 114
CJC 215

SUMMER SEMESTER I
CJC 231
CJC 141

SUMMER SEMESTER III
CJC 213
SOC 210

FALL SEMESTER II
BIO 110 or BIO 111
Humanities/Fine Arts Elect

FALL SEMESTER IV
CJC 160
COM 231

SPRING SEMESTER II
CJC 112
CJC 113

SPRING SEMESTER IV
CIS 111
MAT 143

SUMMER SEMESTER II
CJC 112
CJC 121

SUMMER SEMESTER IV
CJC 222
CJC 120

FALL SEMESTER V
WBL 111
WBL 1155

Criminal Justice Technology
Certificate Program

I. General Education Courses		**Semester Hour Credits**
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
CJC 221	Investigative Principal	4
Total Credits		**13**

FALL SEMESTER I
CJC 111
CJC 121

SPRING SEMESTER I
CJC 141
CJC 221

Criminal Justice Technology
Industrial Security Certificate Program

I. General Education Courses		**Semester Hour Credits**
CJC 114	Investigative Photography	2
CJC 160	Terrorism: Underlying Issues	3
CJC 215	Organization and Administration	3
CJC 221	Investigative Principles	4
CJC 222	Criminalistics	3
Total Credits		**15**

FALL SEMESTER I
CJC 114
CJC 215

FALL SEMESTER II
CJC 221

SPRING SEMESTER I
CJC 222
CJC 160

Culinary Arts
A.A.S. DEGREE (A55150)
DIPLOMA (D55150)

Students are responsible for purchasing their own uniforms and knife kit.

Associate in Applied Science Program
This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communication	3
	or	
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts Elective		3
MAT 110	Math Measurement & Literacy	3
Social/Behavioral Science Elective		3

II. Major Courses

CIS 111	Basic PC Literacy	2
CUL 110	Sanitation and Safety	2
CUL 110A	Sanitation and Safety Lab	1
CUL 120	Purchasing	2
	and	
CUL 120A	Purchasing Lab	1
	or	
HRM 260	Procurement for Hosp	3
CUL 130	Menu Design	2
CUL 135	Food and Beverage Service	2
	and	
CUL 135A	Food and Beverage Service Lab	1
	or	
HRM 124	Guest Service Management	3
CUL 140	Culinary Skills I	5
CUL 150	Food Science	2
CUL 160	Baking I	3
CUL 170	Garde Manger I	3
CUL 240	Culinary Skills II	5
HRM 220	Food and Beverage Control	3
HRM 220A	Food and Beverage Control Lab	1
HRM 245	Hospitality Human Resource Mgmt.	3
NUT 110	Nutrition	3
WBL111(CU)	Work-Based Learning I	1
WBL115(CU)	Work-Based Learning Seminar I	1
WBL121(CU)	Work-Based Learning II	1

Electives I

Students must take at least 5 SHC from the following:

CUL 230	Global Cuisines	5
CUL 245	Contemporary Cuisines	5
CUL 250	Classical Cuisine	5

Electives II

Students must take at least 5 SHC from the following:

CUL 214	Wine Appreciation	2
CUL 260	Baking II	3
CUL 270	Garde Manger II	3
CUL 275	Catering Cuisine	5
CUL 280	Pastries and Confections	3
CUL 283	Farm-to-Table	5
CUL 285	Competition Fundamentals	3
HRM 225	Beverage Management	3
WBL125(CU)	Work-Based Learning Seminar II	1
WBL131(CU)	Work-Based Learning III	1

Total Credits 69

FALL SEMESTER I
CUL 110
CUL 110A
CUL 140
CUL 150
CUL 160

FALL SEMESTER II
CIS 111
CUL 120 or HRM 260
CUL 120A
Culinary Elective
HRM 220
HRM 220A

SPRING SEMESTER I
CUL 135 or HRM 124
CUL 135A
CUL 170
CUL 240
ENG 111
NUT 110

SPRING SEMESTER II
WBL 111(CU)
WBL 115(CU)
WBL 121(CU)
Culinary Elective
CUL 130
HRM 245

SUMMER SEMESTER I
COM 110 or 231
Humanities/Fine Arts Elect
or
Social/Behav Science Elect

SUMMER SEMESTER II
Humanities/Fine Arts Elect
or
Social/Behav Science Elect
MAT 110

Culinary Arts

Diploma Program

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communication	3
	or	
COM 231	Public Speaking	3
Social/Behavioral Science Elective		3

II. Major Courses

CUL 110	Sanitation and Safety	2
CUL 110A	Sanitation and Safety Lab	1
CUL 120	Purchasing	2
CUL 120A	Purchasing Lab	1
CUL 130	Menu Design	2
CUL 140	Basic Culinary Skills	5
CUL 160	Baking I	3
CUL 170	Garde-Manger I	3
CUL 230	Global Cuisines	5
CUL 240	Advanced Culinary Skills	5
HRM 245	Hospitality Human Resource Mgmt	3
NUT 110	Nutrition	3

Total Credits 36

FALL SEMESTER I
CUL 110
CUL 110A
CUL 120
CUL 120A
CUL 140
CUL 160

SUMMER SEMESTER I
Social/Behav Science Elect.
COM 110
or
COM 231

SPRING SEMESTER I
CUL 130
CUL 170
CUL 230
HRM 245
NUT 110

Dental Assisting

DIPLOMA (D45240)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Diploma Program
The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

The program in Dental Assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs, but it does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

		Semester Hour Credits
I. General Education Courses		
ENG 102	Applied Communications II	3
	or	
ENG 111	Writing and Inquiry	3
	and	
ENG 114	Prof Research & Reporting	3
	or	
ENG 111	Writing and Inquiry	3
	and	
COM 231	Public Speaking	3
PSY 118	Interpersonal Psychology	3
	or	
PSY 150	General Psychology	3
	or	
SOC 240	Social Psychology	3
II. Major Courses		
BIO 106	Anatomy/Physiology/Microbiology	3
	or	
BIO 168	Anatomy & Physiology I	4
	and	
BIO 169	Anatomy & Physiology II	4
	and	
BIO 175	General Microbiology	3
	or	
BIO 163	Basic Anatomy & Physiology	5
	and	
BIO 175	General Microbiology	3
DEN 100	Basic Orofacial Anatomy	2
DEN 101	Preclinical Procedures	7
DEN 102	Dental Materials	5
DEN 103	Dental Sciences	2
DEN 104	Dental Health Education	3
DEN 105	Practice Management	2
DEN 106	Clinical Practice I	5
DEN 107	Clinical Practice II	5
DEN 111	Infection/Hazard Control	2
DEN 112	Dental Radiography	3
III. Other Required Courses		
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
Total Credits		**47/48**

FALL SEMESTER I
CIS 110 or 111
DEN 100
DEN 101
DEN 102
DEN 111

SUMMER SEMESTER I
Biology
DEN 107
English

SPRING SEMESTER I
DEN 103
DEN 104
DEN 105
DEN 106
DEN 112
PSY 118 or PSY 150 or SOC 240

Note: There are additional requirements for equipment, insurance, books, and vaccinations. These requirements and expenses are outlined in the Dental Assisting information packet, available upon admittance.

Dental Hygiene

A.A.S. DEGREE (A45260)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of accreditation without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 1-800-621-8099 extension 4653.

Semester Hour Credits

I. General Education Courses

BIO 169	Anatomy and Physiology II	4
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research and Reporting	3
SOC 240	Social Psychology	3
Humanities/Fine Arts Elective		3

II. Major Courses

DEN 110	Orofacial Anatomy	3
DEN 111	Infection/Hazard Control	2
DEN 112	Dental Radiography	3
DEN 120	Dental Hygiene Preclinic Lecture	2
DEN 121	Dental Hygiene Preclinic Lab	2
DEN 123	Nutrition/Dental Health	2
DEN 124	Periodontology	2
DEN 130	Dental Hygiene Theory I	2
DEN 131	Dental Hygiene Clinic I	3
DEN 140	Dental Hygiene Theory II	1
DEN 141	Dental Hygiene Clinic II	2
DEN 220	Dental Hygiene Theory III	2
DEN 221	Dental Hygiene Clinic III	4
DEN 222	General & Oral Pathology	2
DEN 223	Dental Pharmacology	2
DEN 224	Materials and Procedures	2
DEN 230	Dental Hygiene Theory IV	1
DEN 231	Dental Hygiene Clinic IV	4
DEN 232	Community Dental Health	3
DEN 233	Professional Development	2
BIO 175	General Microbiology	3

III. Required Subject Areas:

BIO 168	Anatomy and Physiology I	4

IV. Other Major Hours

DEN 125	Dental Office Emergencies	1

V. Other Required Courses:

CHM 130	Gen, Org, & Biochemistry	3
CIS 110	Introduction to Computers or	3
CIS 111	Basic PC Literacy	2

Total Credits 75/76

FALL SEMESTER I

BIO 168
DEN 110
DEN 111
DEN 112
DEN 120
DEN 121

FALL SEMESTER II

CHM 130
DEN 123
DEN 220
DEN 221
DEN 224
SOC 240

SPRING SEMESTER I

BIO 169
CIS 110 or CIS 111
DEN 124
DEN 130
DEN 131
DEN 223
ENG 111

SPRING SEMESTER II

DEN 230
DEN 231
DEN 232
DEN 233
ENG 114
Humanities/Fine Arts Elect

SUMMER SEMESTER I

BIO 175
DEN 125
DEN 140
DEN 141
DEN 222

There are additional requirements for insurance, instruments, books, and vaccination. These requirements and expenses are outlined in the Dental Hygiene Information Packet available upon admittance.

Diesel and Heavy Equipment Technology

A.A.S. DEGREE (A60460)
DIPLOMA (D60460)
CERTIFICATE (C60460)

Associate in Applied Science Program

This curriculum provides training for individuals interested in becoming technicians who service and maintain the propulsion systems of boats and other types of marine and industrial equipment.

The course work includes the maintenance and repair procedures of mechanical, electrical, hydraulics equipment used on marine systems. Students will inspect and test equipment to determine the cause of faulty operation, and then repair and replace defective parts.

Graduates of the curriculum should qualify as marine technicians which may be employed in marinas, shipyards, industrial and trucking industries.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
MAT 110	Math Measurement & Literacy	3
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		3
II. Major Courses		
CIS 111	Basic PC Literacy	2
HET 110	Diesel Engines	6
HET 114	Power Trains	5
HET 115	Electronic Engines	3
HET 125	Preventive Maintenance	2
HET 128	Medium/Heavy Duty Tune Up	2
HET 134	Diesel Fuel & Power Systems	3
HET 229	Brakes and Steering	2
HET 230	Air Brakes	2
HYD 112	Hydraulics/Medium/Heavy Duty	2
MRN 121	Marine Engines	4
MRN 147	Marine Power Trains	4
MRN 150	Adv Marine Electrical Systems	5
TRN 110	Intro to Transport Technology	2
TRN 120	Basic Transport Electricity	5
TRN 140	Transport Climate Control	2
TRN 140A	Transport Climate Control Lab	2
WLD 112	Basic Welding Processes	2
Total Credits		**70**

FALL SEMESTER I
HET 125
HET 134
TRN 110
TRN 120
ENG 111

SPRING SEMESTER I
CIS 111
ENG 114
HET 110
MRN 121

SUMMER SEMESTER I
HET 115
MRN 147
WLD 112

FALL SEMESTER II
HET 114
HET 229
HET 230
Humanities/Fine Arts Elect
HYD 112

SPRING SEMESTER II
HET 128
MAT 110
MRN 150
TRN 140/140A
Social/Behav Science Elect

Diesel and Heavy Equipment Technology
Diploma Program

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement and Literacy	3
II. Major Courses		
CIS 111	Basic PC Literacy	2
HET 110	Diesel Engines	6
HET 115	Electronic Engines	3
HET 134	Mechanical Fuel Injection	3
MRN 121	Marine Engines	4
MRN 147	Marine Power Trains	4
TRN 110	Intro to Transport Technology	2
TRN 120	Basic Transport Electricity	5
WLD 112	Basic Welding Processes	22
Total Credits		**37**

FALL SEMESTER I
ENG 111
HET 134
TRN 110
TRN 120

SPRING SEMESTER I
CIS 111
HET 110
MAT 110
MRN 121

SUMMER SEMESTER I
HET 115
MRN 147
WLD 112

Diesel and Heavy Equipment Technology

Certificate Program

Semester Hour Credits

I. General Education Courses

HET 110	Diesel Engines	6
MRN 121	Marine Engines	4
TRN 110	Intro to Transport Technology	2
TRN 120	Basic Transport Electricity	5

Total Credits 17

Drafting

See Mechanical Engineering Technology

Early Childhood Education

A.A.S. DEGREE (A55220)
DIPLOMA (D55220)
CERTIFICATE (C55220)

Associate in Applied Science Program

The Early Childhood Education curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
Humanities/Fine Arts Elective		3
MAT 110	Math Measurement and Literacy	3
PSY 150	General Psychology	3

II. Major Courses

EDU 119	Intro to Early Child Education	4
EDU 131	Children, Family & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety, Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 271	Educational Technology	3
EDU 280	Language and Literacy Exp.	3
EDU 284	Early Childhood Capstone Practicum	4

III. Other Major Courses

EDU 151A	Creative Activities Lab	1
EDU 234	Infant, Toddler & Twos	3
EDU 234A	Infant, Toddler & Twos Lab	1
EDU 251	Exploration Activities	3
EDU 251A	Exploration Activities Lab	1
EDU 259	Early Childhood Curriculum Planning	3
EDU 280A	Language and Literacy Exp. Lab	1
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3

IV. Early Childhood Electives

Students are required to take at least 2 SHC from the following:

EDU 114	Introduction to Family Childcare	3
EDU 188	Issues in Early Childhood	2
EDU 235	School Age Dev. & Program	3
EDU 261	Early Childhood Administration	3
EDU 262	Early Childhood Administration II	3
EDU 263	Dev. School Age Programs.	2

Both EDU 261 and EDU 262 are required to meet requirements for the North Carolina Administration Credential

IV. Other Required Courses

CIS 111	Basic PC Literacy	2

Total Credits 73/74

FALL SEMESTER I
EDU 119
EDU 151
EDU 151A
ENG 111
MAT 110
PSY 150

FALL SEMESTER II
EDU 145
EDU 234
EDU 234A
EDU 259
EDU 271
EDU 280
EDU 280A
Humanities/Fine Arts Elect.
(if not taken in Summer)

SPRING SEMESTER I
EDU 131
EDU 144
EDU 146
EDU 153
SOC 210
Early Childhood Elect

SPRING SEMESTER II
EDU 284
EDU 221
EDU 251
EDU 251A
SOC 213

SUMMER SEMESTER I
CIS 111
ENG 114
Humanities/Fine Arts Elective (if offered)

Early Childhood Education

Diploma Program

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3
II. Major Courses		
EDU 119	Intro to Early Child Education	4
EDU 131	Children, Family & Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 153	Health, Safety and Nutrition	3
EDU 221	Children with Exceptionalities	3
EDU 284	Early Childhood Capstone Practicum	4
III. Other Required Courses		
EDU 151A	Creative Activities Lab	1
EDU 234	Infants, Toddlers and Twos	3
EDU 234A	Infants, Toddlers and Twos Lab	1
EDU 259	Curriculum Planning	3
CIS 111	Basic PC Literacy	2
Total Credits		**45**

FALL SEMESTER I
Early Childhood Elect
EDU 119
ENG 111
PSY 150
EDU 151
EDU 151A

FALL SEMESTER II
EDU 145
EDU 234
EDU 234A
EDU 259

SPRING SEMESTER I
EDU 131
EDU 144
EDU 146
EDU 153

SPRING SEMESTER II
EDU 284
EDU 221

SUMMER SEMESTER I
CIS 111

Early Childhood Education

Certificate Program

		Semester Hour Credits
I. General Education Courses		
EDU 119	Intro to Early Child Education	4
EDU 131	Child, Family and Community	3
EDU 146	Child Guidance	3
EDU 153	Health, Safety and Nutrition	3
PSY 150	General Psychology	3
Total Credits		**16**

(Offered over two semesters)

FALL SEMESTER I
EDU 119
PSU 150

SPRING SEMESTER I
EDU 131
EDU 146
EDU 153

Electrical Systems Technology

A.A.S. DEGREE (A35130)
DIPLOMA (D35130)
CERTIFICATE (C35130)

Associate in Applied Science Program

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronic field as an on-the-job trainee or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
Humanities/Fine Arts Elective		3
MAT 121	Algebra/Trigonometry I	3
Social/Behavioral Science Elective		3
II. Major Courses		
ALT 120	Renewable Energy Tech	3
CIS 111	Basic PC Literacy	2
ELC 112	DC/AC Electricity	5
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 119	NEC Calculations	2
ELC 121	Electrical Estimating	2
ELC 125	Diagrams & Schematics	2
ELC 128	Introduction to PLC	3
ELC 213	Instrumentation	4
ELC 220	Photovoltaic Sys Tech	3
ELC 221	Adv PV Sys Designs	3
ELC 228	PLC Applications	4
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
Total Credits		**71**

FALL SEMESTER I
CIS 111
ELC 112
ELC 113
ISC 112
MAT121

FALL SEMESTER II
ELC 220
ELC 121
ELC 128
HYD 110
ENG 114
Humanities/Fine Arts Elect

SPRING SEMESTER I
ELC 114
ELC 117
ELC 118
ELC 125
ENG 111

SPRING SEMESTER II
ELC 228
ELC 221
ELC 213
Social/Behav Science Elect

SUMMER SEMESTER I
ALT 120
ELC 115
ELC 119

Electrical Systems Technology
Diploma Program

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3

II. Major Courses

ALT 120	Renewable Energy Tech	3
CIS 111	Basic PC Literacy	2
ELC 112	DC/AC Electricity	5
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
ELC 115	Industrial Wiring	4
ELC 117	Motors and Controls	4
ELC 118	National Electrical Code	2
ELC 119	NEC Calculations	2
ELC 125	Diagrams & Schematics	2
ISC 112	Industrial Safety	2

Total Credits **40**

FALL SEMESTER I
CIS 111
ELC 112
ELC 113
ISC 112
MAT 121

SUMMER SEMESTER I
ALT 120
ELC 115
ELC 119

SPRING SEMESTER I
ELC 114
ELC 117
ELC 118
ELC 125
ENG 111

Electrical Systems Technology

Certificate Program

Semester Hour Credits

I. General Education Courses

ELC 112	DC/AC Electricity	5
ELC 113	Residential Wiring	4
ELC 117	Motors and Controls	4
ISC 112	Industrial Safety	2

Total Credits **15**

Electronics Engineering Technology

A.A.S. DEGREE (A40200)
DIPLOMA - ELECTRONICS ENGINEERING TECHNOLOGY (D40200)
CERTIFICATE - ELECTRONICS (C40200)
CERTIFICATE - INDUSTRIAL CONTROLS (C40200I)

Associate in Applied Science Program

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts, and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles such as electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communications	3
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		3
ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3

II. Major Courses

CET 111	Computer Upgrade/Repair I	3
CIS 110	Introduction to Computers	3
CSC 133	C Programming	3
ELC 128	Intro to PLC	3
ELC 131	Circuit Analysis I	4
ELC 133	Circuit Analysis II	4
ELN 131	Analog Electronics I	4

ELN 132	Analog Electronics II	4
ELN 133	Digital Electronics	4
ELN 231	Industrial Controls	3
ELN 232	Intro to Microprocessors	4
ELN 234	Communication Systems	4
ELN 236	Fiber Optics and Lasers	4
MAT 122	Algebra/Trigonometry II	3
PHY 131	Physics- Mechanics	4

III. Electronics Engineering Technology Electives

Select a minimum of 3 SHC from the following courses:

ATR 112	Intro to Automation	3
CET 211	Computer Upgrade/Repair II	3
ELC 117	Motors and Controls	4
ELN 150	CAD for Electronics	2
ELN 246	Cert Elect Tech Prep	3
WBL 111ET	Work-Based Learning I	1
WBL 121ET	Work-Based Learning II	1
WBL 131ET	Work-Based Learning III	1

Total Credits **72**

FALL SEMESTER I	FALL SEMESTER II
Social/Behav Science Elect	ELC 128
CIS 110	ELN 133
ELC 131	ELN 234
ENG 111	CSC 133
MAT 121	

SPRING SEMESTER I	SPRING SEMESTER II
ELC 133	COM 110
ELN 131	Electronics Eng Elective
Humanities/Fine Arts Elect	ELN 232
MAT 122	ELN 236
CET 111	

SUMMER SEMESTER I

ELN 231
ELN 132
PHY 131

Electronics Engineering Technology
Diploma Program

I. General Education Courses

COM 110	Introduction to Communication	3
MAT 121	Algebra/Trigonometry I	3

II. Major Courses

ATR 112	Intro to Automation	3
ELC 117	Motors and Controls	4
ELC 131	Circuit Analysis I	4
ELC 133	Circuit Analysis II	4
ELN 131	Analog Electronics I	4
ELN 132	Analog Electronics II	4
ELN 133	Digital Electronics	4
ELN 231	Industrial Controls	3

Total Credits **36**

FALL SEMESTER I	SPRING SEMESTER I
ATR 112	ELC 117
COM 110	ELC 133
ELC 131	ELN 131
MAT 121	ELN 231

SUMMER SEMESTER I

ELN 132
ELN 133

Electronics Engineering Technology
Certificate Program - Electronics

The EET Certificate Program is designed for part-time or evening students that want to learn the fundamentals of electricity, semiconductors, and the test equipment and troubleshooting procedures found in the field of Electronics. The certificate program can be completed in one year at night. Certificate students can always continue on to pursue the A.A.S. 2 year degree.

Semester Hour Credits

I. Required Courses

ELC 131	Circuit Analysis I	4
ELC 133	Circuit Analysis II	4
ELN 131	Analog Electronics I	4
MAT 121	Algebra/Trigonometry I	3

Total Credits **15**

FALL SEMESTER I	SPRING SEMESTER I
ELC 131	ELC 133
MAT 121	ELN 131

Electronics Engineering Technology
Certificate Program - Industrial Controls

I. Required Courses

ATR 112	Intro to Automation	3
ELC 128	Intro to PLC	3
ELC 131	Circuit Analysis I	4
ELN 231	Industrial Controls	3
MAT 121	Algebra/Trigonometry	3

Total Credits **16**

FALL SEMESTER I	SPRING SEMESTER I
ELC 131	ATR 112
MAT 121	ELC 128
	ELN 231

Emergency Medical Science

A.A.S. DEGREE (A45340)

Associate in Applied Science Program

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing & Inquiry	3
ENG 114	Prof Research & Reporting	3
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		3
BIO 168	Anatomy & Physiology	4
II. Major Hours		
BIO 169	Anatomy & Physiology II	4
EMS 110	EMT	8
EMS 122	EMS Clinical Practicum I	1
EMS 130	Pharmacology	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	2
EMS 220	Cardiology II	3
EMS 221	EMS Clinical Practicum II	2
EMS 231	EMS Clinical Practicum III	3
EMS 240	Patients with Special Challenges	2
EMS 241	EMS Clinical Practicum IV	4
EMS 250	Medical Emergencies	4
EMS 260	Trauma Emergencies	2
EMS 270	Life Span Emergencies	3
EMS 285	EMS Capstone	2
MED 120	Survey of Med Terminology	2
III. Other Major Hours		
EMS 235	EMS Management	2
CIS 110	Introduction to Computers	3
Total Credits		**69**

FALL SEMESTER I
EMS 110
ENG-111
MED-120
BIO 168

FALL SEMESTER II
EMS 231
EMS 240
EMS 260
Hum&FA Elective
CIS 110

SPRING SEMESTER I
BIO 169
EMS 122
EMS 130
EMS 131
EMS-160
ENG 114

SPRING SEMESTER II
EMS 235
EMS 241
EMS 270
EMS 285
Soc/Behav Elective

SUMMER SEMESTER I
EMS 220
EMS 221
EMS 250

Esthetics Instructors

CERTIFICATE (C55270)

To enter the program, the student must be a licensed esthetician or cosmetologist.

		Semester Hour Credits
I. General Education Courses		
COS 253	Esthetics Instructor Concepts I	11
COS 254	Esthetics Instructor Concept II	11
Total Credits		**22***

*This program is approved by the State Board of Community Colleges to exceed maximum standard hours for a certificate program. [ref. 23 NCAC 02E.0201(d)

FALL SEMESTER I
COS 253

SPRING SEMESTER II
COS 254

Minimum requirement is 600 hours as stated by the Board of Cosmetology. This program will not run every year. Effective Fall 2003.

Esthetics Technology

CERTIFICATE (C55230)

Certificate Program

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

Semester Hour Credits

I. Required Courses

COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6
COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6

Total Credits 16

FALL SEMESTER I	SPRING SEMESTER I
COS 119	COS 125
COS 120	COS 126

Film and Video Production Technology

A.A.S. DEGREE (A30140)
DIPLOMA (D30140)
CERTIFICATE (C30140)

Note: Limited classes are offered in this program. Please check with Public Services Department Chair or Student Development.

Associate in Applied Science Program

The Film and Video Production Technology curriculum prepares students for entry-level employment in production support and selected technical areas of film, video, and associated media production. Instruction provides training for entry-level crew and/or production and post-production assistants in many moving image media forms.

The first year content includes exposure to the entire production process. Students are taught by industry professionals who provide extensive hands-on instruction. In the second year, students receive professional training by performing in various crew positions on actual production projects.

Graduates may find employment as entry-level crew and/or production assistants in feature and short films, commercials, and industrial, educational, and documentary productions. Other opportunities include entry-level employment in pre-production and post-production areas for film and video.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3
Social/Behavioral Science Elective		3
Humanities/Fine Arts Elective		3

II. Major Courses

FVP 111	Introduction to Film and Video	3
FVP 112	Art Department Operations	3
FVP 113	Grip and Electrical I	3
FVP 114	Camera and Lighting I	3
FVP 115	Camera and Lighting II	3
FVP 116	Sound Operations	3
FVP 120	Art Department Operations II	3
FVP 130	Grip and Electrical II	3
FVP 212	Production Techniques I	5
FVP 213	Production Techniques II	5

III. Other Major Courses

FVP 220	Editing I	3
FVP 240	Introduction to Screenwriting	3
FVP 250	Production Specialties I	3
CIS 110	Introduction to Computers	3
WBL 111(FV)	Work-Based Learning I	1
WBL 115(FV)	Work-Based Learning Seminar I	1

IV. Film and Video Electives

Select 3.0 hours from the following courses

DEA 111	Introduction to DEAT	3
FVP 117	Make Up and Wardrobe	3
FVP 215	Production Management	3
FVP 227	Multimedia Production	3
FVP 223	Post Production Sound Design	3

Total Credits 69

FALL SEMESTER I	FALL SEMESTER II
ENG 111	CIS 110
FVP 220	COM 231
FVP 111	FVP 130
FVP 112	FVP 240
FVP 114	FVP Elective

SPRING SEMESTER I	SPRING SEMESTER II
FVP 113	FVP 250
FVP 115	FVP Elective
FVP 116	MAT 143
FVP 120	WBL 111 (FV)
Humanities/Fine Arts Elect	WBL 115 (FV)

SUMMER SEMESTER I	SUMMER SEMESTER II
FVP 212	FVP 213
Social/Behav. Science Elect	

Film and Video Production Technology
Diploma Program

Semester Hour Credits

I. General Education Courses

COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3

II. Major Courses

CIS 110	Introduction to Computers	3
FVP 111	Introduction to Film and Video	3
FVP 112	Art Department Operations I	3
FVP 113	Grip and Electrical I	3
FVP 114	Camera and Lighting I	3
FVP 115	Camera and Lighting II	3
FVP 116	Sound Operations	3
FVP 120	Art Department Operations II	3
FVP 212	Production Techniques I	5
FVP 220	Editing I	3
FVP 250	Production Specialities I	3

Total Credits 41

FALL SEMESTER I
Humanities/Fine Arts Elect
FVP 111
FVP 112
FVP 113
FVP 114

SUMMER SEMESTER
FVP 212
FVP 220

SPRING SEMESTER I
CIS 110
ENG 111
FVP 115
FVP 116
FVP 120
FVP 250

Film and Video Production Technology
Certificate Program

Semester Hour Credits

I. General Education Courses

CIS 110	Introduction to Computers	3
FVP 111	Introduction to Film and Video	3
FVP 114	Camera & Lighting I	3
FVP 115	Camera & Lighting II	3
FVP 116	Sound Operations I	3
FVP 220	Editing I	3

Total Credits 18

FALL SEMESTER I
CIS 110
FVP 111
FVP 114

SPRING SEMESTER I
FVP 115
FVP 116

SUMMER SEMESTER I
FVP 220

Fire Protection Technology

A.A.S. DEGREE (A55240)

Associate in Applied Science Program

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
MAT 143	Quantitative Literacy	3
HUM 115	Critical Thinking	3
POL 120	American Government	3

II. Major Courses

FIP 120	Introduction to Fire Protection	3
FIP 124	Fire Prev and Public Education	3
FIP 132	Building Construction	3
FIP 152	Fire Protection Law	3
FIP 220	Fire Fighting Strategies	3

III. Other Major Courses

CIS 110	Introduction to Computers	3
EMS 235	EMS Management	2
FIP 128	Detection and Investigation	3
FIP 136	Inspections and Codes	3
FIP 156	Computers in Fire Service	2
FIP 164	OSHA Standards	3
FIP 221	Advanced Fire Fighting Strategies	3
FIP 228	Local Government Finance	3
FIP 236	Emergency Management	3
FIP 240	Fire Service Supervision	3
FIP 256	Municipal Public Relations	3
FIP 276	Managing Fire Services	3

Total Credits 64

FALL SEMESTER I
ENG 111
FIP 120
FIP 124
CIS 110

FALL SEMESTER II
FIP 128
FIP 132
FIP 164
FIP 221

SPRING SEMESTER I
MAT 120
HUM 115
FIP 152
FIP 240

SPRING SEMESTER II
ENG 114
FIP 156
EMS 235
FIP 228
FIP 256

SUMMER SEMESTER I
POL 120
FIP 220
FIP 136

SUMMER SEMESTER II
FIP 276
FIP 236

Healthcare Business Informatics

A.A.S. DEGREE (A25510)

Associate in Applied Science Program

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Students learn about the field through multidisciplinary coursework including the study of terminology relating to informatics, systems analysis, networking technology, computer/network security, data warehousing, archiving and retrieval of information, and healthcare computer infrastructure support.

Graduates should qualify for employment as database/data warehouse analysts, technical support professionals, informatics technology professionals, systems analysts, networking and security technicians, and computer maintenance professionals in the healthcare field.

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communications	3
	or	
COM 120	Intro to Interpersonal Communications	3
	or	
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts Elective		3
MAT 121	Algebra/Trigonometry I	3
Social/Behavioral Science Elective		3

II. Major Courses

CIS 110	Intro to Computers	3
CIS 115	Intro to Prog & Logic	3
CTS 120	Hardware/Software Support	3
DBA 110	Database Concepts	3
HBI 110	Issues and Trends in HBI	3
HBI 113	Survey of Med Insurance	3
HBI 250	Data Management and Utiliz	3
HBI 289	HBI Project	3
HMT 110	Intro to Health Care Mngmt	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
NET 125	Networking Basics	3
NOS 110	Operating System Concepts	3
OST 149	Medical Legal Issues	3
SEC 110	Security Concepts	3

III. Electives (9 SHC from the list below)

NET 126	Routing Basics	3
CTS 130	Spreadsheets	3
DBA 120	Database Programming I	3
MKT 223	Customer Service	3
NET 225	Routing & Switching I	3
NET 226	Routing & Switching II	3
SEC 160	Security Administration I	3
TNE 255	Network Servers	3

Total Credits **69**

FALL SEMESTER I
CIS 110
MED 121
HBI 110
HMT 110
NOS 110

FALL SEMESTER II
Major Elective
SEC 110
HBI 250
OST 149
MAT 121

SPRING SEMESTER I
HBI 113
MED 122
ENG 111
NET 125
CTS 120

SPRING SEMESTER II
HUM/FA
HBI 289
SOC/BHV
CIS 115
Major Elective

SUMMER SEMESTER I
DBA 110
Major Elective
COM 110 or COM 120 or COM 231

Hospitality Management

A.A.S. DEGREE (A25110)
CERTIFICATE (C25110)

Associate in Applied Science Program

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communications	3
	or	
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts Elective		3
MAT143	Quantitative Literacy	3
Social/Behavioral Science Elective		3

II. Major Courses

CUL 110	Sanitation and Safety	2
HRM 110	Intro to Hosp & Tourism	3
HRM 140	Legal Issues-Hospitality	3
HRM 220	Cost Control-Food & Bev	3
HRM 240	Marketing for Hospitality	3
HRM 245	Human Resource Mgmt-Hospitality	3
HRM 280	Mgmt Problems-Hospitality	3
ACC 175	Hotel and Restaurant Accounting	4
	or	
ACC 120	Principles of Financial Accounting I	4
WBL 111(HR)	Work-Based Learning I	1
WBL 121(HR)	Work-Based Learning II	11

III. Other Major Courses

CUL 110A	Sanitation and Safety Lab	1
HRM 124	Guest Service Management	3
	or	
CUL 135	Food & Beverage Service	2
	and	
CUL 135A	Food & Beverage Service Lab	1)
HRM 160	Info Systems for Hosp	3
HRM 260	Procurement for Hosp	3
	or	
CUL 120	Purchasing	2
	and	
CUL 120A	Purchasing Lab	1)
HRM 215	Restaurant Management	3
HRM 215A	Restaurant Management Lab	1
HRM 220A	Cost Control-Food & Bev Lab	1
WBL 115(HR)	Work-Based Learning Seminar I	1
WBL 125(HR)	Work-Based Learning Seminar II	1

IV. Hospitality Management Electives*

Students must take at least 15 SHC from the following:

CUL 142	Fundamentals of Food	5
CUL 214	Wine Appreciation	2
HRM 115	Housekeeping	3
HRM 115A	Housekeeping Lab	1
HRM 120	Front Office Procedures	3
HRM 120A	Front Office Procedures Lab	1
HRM 130	Bed and Breakfast Management	3
HRM 135	Facilities Management	3
HRM 210	Meetings & Event Planning	3
HRM 225	Beverage Management	3
HRM 228	Mixology	3
HRM 230	Club and Resort Management	3
HRM 275	Leadership-Hospitality	3
HRM 285	Service Projects-Hosp	5
WBL 110(HR)	World of Work	1
WBL 131(HR)	Work-Based Learning III	1

***Suggested Tracks:**
Food Service: HRM 135, HRM 225, HRM 228, HRM 285
Lodging: HRM 115/A, HRM 120/A, HRM 130, HRM 210
Club: HRM 135, HRM 210, HRM 225, HRM 228, HRM 230

Total Credits **73/76**

FALL SEMESTER I
COM 110 or COM 231
HRM 110
HRM124 (or CUL option)
HRM 160 (or CUL option)
MAT 143

FALL SEMESTER II
ACC 175
HRM 220
HRM 220A
HRM 240
Hotel/Restaurant Elect

SPRING SEMESTER I
WBL 111(HR)
WBL 115(HR)
ENG 111
HRM 140
HRM 245
HRM 260

SPRING SEMESTER II
HRM 215
HRM 215A
HRM 280
Hotel/Restaurant Electives
Social/Behav Science Elect
or
Humanities/Fine Arts Elect

SUMMER SEMESTER I
CUL 110
CUL 110A
Hosp Mgt Elective
Soc/Behav Sci Elect
or
Humanities/Fine Arts Elect

SUMMER SEMESTER II
WBL 121(HR)
WBL 125(HR)
Hosp Mgt Elective

Hospitality Management

Certificate Program

		Semester Hour Credits
I. General Education Courses		
HRM 110	Intro to Hosp & Tourism	3
HRM 124	Guest Service Management	3
HRM 245	Human Resource Mgmt-Hospitality.	3

II. Hospitality Management Electives
Students must select 9 SHC from the following:

CUL 110	Sanitation and Safety	2
CUL 110A	Sanitation and Safety Lab	1
HRM 120	Front Office Procedures	3
HRM 120A	Front Office Procedures Lab	1
HRM 130	Bed and Breakfast Management	3
HRM 140	Legal Issues-Hospitality	3
HRM 210	Meetings & Event Planning	3
HRM 215	Restaurant Management	3
HRM 215A	Restaurant Management Lab	1
HRM 225	Beverage Management	3
HRM 230	Club and Resort Management	3
WBL 110	World of Work	1
WBL 111(HR)	Work-Based Learning I	1
WBL 115(HR)	Work-Based Learning Seminar I	1

Total Credits 18

FALL SEMESTER I	SPRING SEMESTER I
HRM 110	HRM 245
HRM 124	4 - 6 hours of elective
3 hours of elective	

Industrial Systems Technology

A.A.S. DEGREE (A50240)
DIPLOMA (D50240)
CERTIFICATE (C50240)

Associate in Applied Science Program

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial maintenance technology.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
Humanities/Fine Arts Elective		3
MAT 121	Algebra/Trigonometry I	3
Social/Behavioral Science Elective		3

II. Major Courses

AHR 120	HVACR Maintenance	2
BPR 111	Print Reading	2
BPR 121	Blueprint Reading: Mechanical	2
CIS 111	Basic PC Literacy	2
ELC 111	Introduction to Electricity	3
ELC 112	DC/AC Electricity	5
ELC 113	Residential Wiring	4
ELC 114	Commercial Wiring	4
ELC 117	Motors and Controls	4
ELC 125	Diagrams and Schematics	2
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
MEC 130	Mechanisms	3
MNT 110	Introduction to Maintenance Procedures	2
MNT 111	Maintenance Practices	3
MNT 131	Metal Working Processes	3
MNT 220	Rigging and Moving	2
MNT 230	Pumps and Piping Systems	2
PLU 111	Introduction to Basic Plumbing	2
WLD 112	Basic Welding Processes	2

Total Credits 69

FALL SEMESTER I	FALL SEMESTER II
BPR 111	ELC 112
ELC 111	ELC 113
MAT121	ENG 114
MNT 110	Social/Behav Science Elect
MNT 131	
PLU 111	

SPRING SEMESTER I	SPRING SEMESTER II
BPR 121	ELC 114
ENG 111	ELC 117
HYD 110	ELC 125
ISC 112	WLD 112
MEC 130	Humanities/Fine Arts Elect
MNT 111	

SUMMER SEMESTER I
AHR 120
CIS 111
MNT 220
MNT 230

Industrial Systems Technology
Diploma Program

I. General Education Courses

ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3

II. Major Courses

AHR 120	HVACR Maintenance	2
BPR 111	Print Reading	2
BPR 121	Blueprint Reading: Mechanical	2
CIS 111	Basic PC Literacy	2
ELC 111	Introduction to Electricity	3
ELC 125	Diagrams and Schematics	2
HYD 110	Hydraulics/Pneumatics I	3
ISC 112	Industrial Safety	2
MEC 130	Mechanisms	3
MNT 110	Introduction to Maintenance Procedures	2
MNT 111	Maintenance Practices	3
MNT 131	Metal Working Processes	3
MNT 220	Rigging and Moving	2
MNT 230	Pumps and Piping Systems	2
PLU 111	Introduction to Basic Plumbing	2
WLD 112	Basic Welding Processes	2

Total Credits 43

FALL SEMESTER I
- BPR 111
- ELC 111
- MAT121
- MNT 110
- MNT 131
- PLU 111

SPRING SEMESTER I
- BPR 121
- ENG 111
- HYD 110
- ISC 112
- MEC 130
- MNT 111
- WLD 112

SUMMER SEMESTER I
- AHR 120
- CIS 111
- ELC 125
- MNT 220
- MNT 230

Industrial Systems Technology
Certificate Program

I. General Education Courses

		Semester Hour Credits
MEC 130	Mechanisms	3
MNT 110	Introduction to Maintenance Procedures	2
MNT 111	Maintenance Practices	3
MNT 131	Metal Working Processes	3
HYD 110	Hydraulics/Pneumatics I	3

Total Credits 14

Interior Design
A.A.S. DEGREE (A30220)

Associate in Applied Science Program

The Interior Design curriculum is designed to prepare students for a variety of job opportunities in the field of both residential and non-residential interior design. The focus of the studies is technical knowledge, professional practices, and aesthetic principles.

Curriculum content includes residential and non-residential interior design, architectural drafting, computer aided design, and universal design. Also included are basic design, history of interiors and furnishings, color theory, products, business practices, graphic presentations, and general education courses.

Graduates should qualify for a variety of jobs including residential and commercial interior design, showroom design, and sales positions for furniture, textiles and accessories, and all business dealing with interiors.

I. General Education Courses

		Semester Hour Credits
ART 111	Art Appreciation	3
Social/Behavioral Science Elective		3
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
MAT 110	Math Measurement and Literacy	3

II. Major Courses

DES 110	Architectural Graphics	2
DES 111	Creative Problem Solving	2
DES 115	Color Theory	3
DES 120	CAD for Interior Design	2
DES 125	Visual Presentation I	2
DES 126	Visual Presentation II	2
DES 135	Principles and Elem. of Design I	4
DES 136	Principles and Elem. of Design II	4
DES 210	Professional Practices/Interior Design	2
DES 220	Interior Design Fundamentals	3
DES 225	Textiles for Interiors	3
DES 230	Residential Design I	3
DES 231	Residential Design II	3
DES 235	Products	3
DES 240	Commercial/Contract Design I	3
DES 241	Commercial/Contract Design II	3
DES 256	History of Interiors and Furnishings II	3
DES 285	Capstone/Interior Design	4

III. Interior Design Electives

Students must take at least 3 SHC from the following:

CIS 110	Intro to Computers	3
DES 121	CAD for Int Des/Advanced	2
DES 242	Kitchen/Bath Design	3
DES 255	History/Int & Furn I	3
DES 260	Materials Calc/Int. Design	3
DES 265	Lighting/Interior Design	2
WBL 111(ID)	Work-Based Learning I	1
WBL 121(ID)	Work-Based Learning II	1
WBL 131(ID)	Work-Based Learning III	1

Total Credits 69

FALL SEMESTER I
ART 111
DES 110
DES 125
DES 135
DES 225
MAT 110

FALL SEMESTER II
DES 210
DES 230
DES 235
DES 240
DES 256

SPRING SEMESTER I
DES 115
DES 120
DES 136
DES 220
ENG 111
Social/Behav. Science Elect

SPRING SEMESTER II
DES 231
DES 241
DES 285
ENG 114
Interior Design Elective

SUMMER SEMESTER II
DES 111
DES 126

Interpreter Education

A.A.S. Degree (A55300)

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills. Course work includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills. Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/freelance positions or apply language skills to other human service related areas.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
COM Elective		3
Humanities/Fine Arts elective		3
Social Behavioral Science elective		3
MAT 143	Quantitative Literacy	3

II. Major Courses

ASL 111	Elementary ASL I	3
ASL 112	Elementary ASL II	3
ASL 250	Linguistics of ASL	3
IPP 111	Intro to Interpretation	3
IPP 112	Comparative Cultures	3
IPP 152	ASL/English Translation	3
IPP 161	Consecutive Interpreting	5
IPP 221	Simultaneous Interpret I	5
WBL 111	Work-Based Learning I	1
WBL 115	Work-Based Learning II	1

III. Other Major Courses

ASL 181	ASL Lab 1	1
ASL 182	ASL Lab 2	1
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
ASL 221	Advanced ASL I	3
ASL 281	ASL Lab 3	1
CIS 110	Introduction to Computers	3
IPP 130	Analytical Skills for Interpreting	3
IPP 224	ASL to English Interpret	2
IPP 240	Ethnical Standards & Practices	3

Total Credits **68**

FALL SEMESTER I
ASL 111
ASL 181
CIS 110
ENG 111
IPP 111
IPP 112

FALL SEMESTER II
ASL 212
ASL 250
IPP 221
Social/Behav. Science Elect

SPRING SEMESTER I
ASL 112
ASL 182
IPP 130
IPP 152
MAT 143
COM Elective

SPRING SEMESTER I
Humanities/Fine Arts Elect
ASL 221
IPP 224
IPP 240
WBL 111
WBL 115

SUMMER SEMESTER I
ASL 211
ASL 281
IPP 161

Landscape Gardening

A.A.S. DEGREE (A15260)
CERTIFICATE (C15260)
RETENTION POND MANAGEMENT CERTIFICATE (C15260R)

Associate in Applied Science Program

The Landscape Gardening curriculum emphasizes intensive, practical, hands-on training in applied horticulture to reinforce classroom lecture on theory and technique.

Course work includes plant propagation, greenhouse and nursery plant culture, turf management, plant identification, arborculture, diseases and pests of plants, and landscape planning, maintenance, and construction.

Graduates will be prepared for employment opportunities in applied horticulture related to landscape development and maintenance for residential and commercial operations. Graduates should be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement and Literacy	3
ENG 114	Prof. Research & Reporting	3
Humanities/Fine Arts Elective		3
Social/Behavioral Science Elective		3
II. Major Courses		
CIS 110	**Introduction to Computers**	**3**
HOR 114	Landscape Construction	3
HOR 134	Greenhouse Operations	3
LSG 111	Basic Landscape Techniques	2
LSG 121	Fall Gardening Lab	2
LSG 122	Spring Gardening Lab	2
LSG 123	Summer Gardening Lab	2
LSG 231	Landscape Supervision	4
TRF 110	Introduction to Turfgrass Cultivation and Identification	4
WBL 111(LG)	Work-Based Learning I	1
III. Other Major Courses		
AGR 139	Intro to Sustainable Ag	3
HOR 112	Landscape Design I	3
HOR 160	Plant Materials I	3
HOR 161	Plant Materials II	3
HOR 164	Hort Pest Management	3
HOR 213	Landscape Design II	3
HOR 235	Greenhouse Production	3
HOR 257	Arboriculture Practices	2
LSG 232	Garden Management	2

Total Credits ... **66**

FALL SEMESTER I	FALL SEMESTER II
LSG 111	ENG 114
LSG 121	HOR 112
HOR 114	HOR 134
HOR 160	HOR 257
MAT 110	LSG 231
Soc/Behav elect	

SPRING SEMESTER I	SPRING SEMESTER II
AGR 139	HOR 164
CIS 110	HOR 213
ENG 111	HOR 235
HOR 161	LSG 232
LSG 122	Humanities/FA elect

SUMMER SEMESTER I

LSG 123
TRF 110
WBL 111

Landscape Gardening
Certificate Program

		Semester Hour Credits
I. Major Courses		
HOR 164	Hort Pest Management	3
HOR 160	Plant Materials I	3
LSG 111	Basic Landscape Techniques	2
LSG 121	Fall Gardening Lab	2
TRF 110	Introduction to Turfgrass Cultivation and Identification	4

Total Credits ... **14**

FALL SEMESTER I	SPRING SEMESTER I
HOR 160	HOR 164
LSG 111	
LSG 121	

SUMMER SEMESTER I

TRF 110

Landscape Gardening
RETENTION POND MANAGEMENT
Certificate Program

The Retention Pond Management Certificate Program provides a heavy concentration of hands-on retention pond management experience using retention ponds at the CFCC North Campus. Students will learn how to select aquatic and wetland plants for use around a retention pond including planting, fertilization and pruning. Students will also learn the basics of aquatic and wetland weed management and pest control and will receive the North Carolina Commercial Aquatic Pest Control license and the Commercial Pesticide Ground Applicators license.

		Semester Hour Credits
I. Major Courses		
LSG 111	Basic Landscape Techniques	2
LSG 121	Fall Gardening Lab	2
HOR 160	Plant Materials I	3
HOR 164	Horticultural Pest Management	3
LSG 122	Spring Gardening Lab	2

Total Credits ... **12**

FALL SEMESTER I	SPRING SEMESTER I
HOR 160	HOR 164
LSG 111	LSG 122
LSG 121	

Marine Technology

A.A.S. DEGREE (A15320)

Marine Technology students are required, for completion of their degree, to complete 5 separate training cruises. During these cruises students should not be excused from assignments and tests but are required to arrange make-ups with faculty well in advance of departure. If the faculty maintains a graded attendance policy, cruises should be treated as an excused absence and not be punitive.

Associate in Applied Science

These curricula prepare individuals for a variety of marine-related occupations such as marine conservation, water analysis, marine scientific research support and commercial fishing. Individuals will be prepared as naturalists within the ecotourism industry and be trained in observational and measurement techniques aboard a variety of vessels including ocean-going research vessels. Course work includes a unique blend of traditional and contemporary vocational, technical, and scientific marine education. Course work specific for Marine Sciences includes instruction in biological sciences, environmental sciences, and marine sciences. Field and laboratory experiences prepare students to identify, observe, and collect scientific data associated with the fauna and flora found in the rivers, estuaries, sounds, and ocean. Course work in Marine Technologies includes instruction in the use of physical, chemical, meteorological, biological, and geological oceanographic instrumentation and sampling equipment. Graduates are prepared for employment opportunities with aquariums, fisheries, corps of engineers, marine patrol, ecotourism companies, commercial fishing industries, entry-level field or laboratory positions with industries, state and federal agencies, and educational facilities associated with marine science and research. Career opportunities include oceanography, environmental science, marine biology, geophysical exploration, and fisheries-related employment.

Marine Technology: A program that provides the practical and academic skills essential for success in marine scientific support. Training in the operation and maintenance of seismic and hydrographic instrumentation including: side scan sonar, multibeam echo sounders, and sub-bottom profilers is provided in the classroom and underway at sea. Additional course work includes: classic and digital navigation techniques, practical applications of boat handling, seamanship, marlinspike seamanship, and safety at sea. Instruction applicable to fisheries science and environmental assessment is provided.

Semester Hour Credits

I. General Education Courses

Humanities / Fine Arts Elective		3
Social/ Behavioral Science Elective		3
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research and Reporting	3
MAT 121	Algebra/ Trigonometry I	3

II. Major Courses

ELN 114	Marine Electronics	2
MSC 110	Training Cruise I	1
MSC 112	Training Cruise II	1
MSC 114	Training Cruise III	1
MSC 120		
MSC 122	Boat Handling/ Seamanship	3
MSC 124	Industrial Skills	3
MSC 126	Marine Engines	2
MSC 132	Fishing Gear Technology I	3
MSC 134	Fishing Gear Technology II	2
MSC 150	Navigation	3
MSC 152	Marine Instrumentation	2
MSC 160	Oceanography	4
MSC 172	Marine Biology	3
MSC 174	Marine Invertebrate Zoology	4
MSC 180	Water Analysis	3
MSC 210		
MSC 216	Training Cruise IV	1
MSC 218	Training Cruise V	1
MSC 220	Marine GIS	3
MSC 254	Marine Data Processing	2
MSC 256	Hydrographic Surveying	2
MSC 276	Marine Vertebrate Zoology	4

Total Credits 72

FALL SEMESTER I
MSC 120
MSC 110
MSC 122
MSC 132
MSC 172

FALL SEMESTER II
Humanities/Fine Arts Elect
MSC 160
MSC 174
MSC 216
MSC 210
Social/Behav Science Elect

SPRING SEMESTER I
MAT 121
MSC 112
MSC 124
MSC 150
MSC 276

SPRING SEMESTER II
ELN 114
ENG 114
MSC 180
MSC 218
MSC 220
MSC 254
MSC 256

SUMMER SEMESTER I
ENG 111
MSC 114
MSC 126
MSC 134
MSC 152

Note:

As a student participating on training cruises in the Marine Technology program at Cape Fear Community College, all students must have a licensed physician complete a physical (documentation is available in the MT department office) in addition to passing a drug screen. This exam and test will be conducted at the student's expense.

The physical will be valid for the two years that the student is enrolled in the program. After this time period the student will be required to complete another physical if the training cruises are not completed.

If a student demonstrates behavior causing concern as to alcohol or drug use they will be required to submit to an immediate drug screening at his/her expense. Failure to comply or evidence of drug or alcohol in a screening test will result in immediate dismissal from the Marine Technology program

Mechanical Engineering Technology

A.A.S. DEGREE (A40320)
DIPLOMA (D40320)
CERTIFICATE (C40320C)

Associate in Applied Science Program

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQ, SME, and NICET.

Semester Hour Credits

I. General Education Courses

COM 110	Intro to Communication	3
ENG 111	Writing and Inquiry	3
MAT 121	Algebra/Trigonometry I	3
Humanities/Fine Arts Elective		3
Social/Behavorial Science Elective		3

II. Major Courses

DDF 211	Design Process I	4
DDF 212	Design Process II	4
DFT 111	Technical Drafting I	2
DFT 111A	Technical Drafting I Lab	1
DFT 112	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1
DFT 151	CAD I	3
DFT 154	Intro Solid Model/Render	3
DFT 211	Gears, Cams, & Pulleys	2
DFT 231	Jig and Fixture Design	2
DFT 254	Intermed Solid Model/Render	3
EGR 251	Statics	3
EGR 252	Strength of Materials	3
ELC 111	Intro to Electricity	3
HYD 110	Hydraulics/Pneumatics I	3
MEC 110	Introduction to CAD/CAM	2
MEC 111	Machine Processes I	3
MEC 145	Manufacturing Materials I	3
PHY 131	Physics/Mechanics	4

III. Mechanical Engineering Electives

Choose a minimum of 4 hours from the following:

ATR 112	Intro to Automation	3
CIS 110	Introduction to Computers	3
CSC 133	C-Programming	3
CSC 139	Visual BASIC Programming	3
CSC 151	Java Programming	3
ELC 113	Residential Wiring I	4
ELC 125	Diagrams and Schematics	2
ISC 112	Industrial Safety	2
MAC 121	Intro to CNC	2
MAC 124	CNC Milling	2
WLD 112	Basic Welding Processes	2
WLD 121	GMAW (MIG) Plate/Pipe	4

Total Credits 70

FALL SEMESTER I
COM 110
DFT 111
DFT 111A
DFT 151
MAT 121
MEC 111

FALL SEMESTER II
DDF 211
EGR 251
ELC 111
Humanities/Fine Arts Elect
Elective

SPRING SEMESTER I
DFT 112
DFT 112A
DFT 154
MEC 110
MEC 145
PHY 131

SPRING SEMESTER II
DDF 212
DFT 231
EGR 252
HYD 110
Social/Behav Sci Elect

SUMMER SEMESTER I
DFT 211
DFT 254
ENG 111
Elective
PHY 131

Mechanical Engineering Technology
CAD DRAFTING
Diploma Program

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
COM 110	Intro to Communication	3
MAT 121	Algebra/Trigonometry I	3
II. Major Courses		
DFT 111	Technical Drafting I	2
DFT 111A	Technical Drafting I Lab	1
DFT 112	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1
DFT 151	CAD I	3
DFT 154	Intro Solid Model/Render	3
DFT 211	Gears, Cams, & Pulleys	2
DFT 254	Intermed Solid Model/Render	3
ISC 112	Industrial Safety	2
MEC 110	Introduction to CAD/CAM	2
MEC 111	Machine Processes I	3
MEC 145	Manufacturing Materials I	3
PHY 131	Physics/Mechanics	4

Total Credits **40**

FALL SEMESTER I
COM 110
DFT 111
DFT 111A
DFT 151
MAT 121
MEC 111

SUMMER SEMESTER I
DFT 154
DFT 211
ISC 112
PHY 131

SPRING SEMESTER I
DFT 112
DFT 112A
DFT 254
ENG 111
MEC 110
MEC 145

Mechanical Engineering Technology
CAD DRAFTING
Certificate Program

		Semester Hour Credits
I. Major Courses		
DFT 111	Technical Drafting I	2
DFT 111A	Technical Drafting I Lab	1
DFT 112	Technical Drafting II	2
DFT 112A	Technical Drafting II Lab	1
DFT 151	CAD I	3
DFT 254	Intermed Solid Model/Render	3

Total Credits: **12**

FALL SEMESTER I
DFT 111
DFT 111A
DFT 151

SPRING SEMESTER I
DFT 112
DFT 112A
DFT 254

Mechatronics Engineering Technology

A.A.S. DEGREE (A40350)

Associate in Applied Science

A course of study that prepares the students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems. Includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems, and should qualify to sit for Packaging Machinery Manufacturers Institute (PMMI) mechatronics or similar industry examinations.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Prof. Research and Report	3
COM 110	Introduction to Communications	3
HUM 115	Critical Thinking	3
PSY 150	General Psychology	3
MAT 121	Algebra/Trigonometry I	3
MAT 122	Algebra/Trigonometry II	3
II. Major Courses		
CIS 110	Introduction to Computers	3
ISC 112	Industrial Safety	2
ATR 112	Introduction to Automation	3
DFT 151	CAD I	3
ELC 111	Introduction to Electricity	3
ELC 117	Motors and Controls	4
ELC 128	Introduction to PLC	3
HYD 110	Hydraulics/Pneumatics I	3
MEC 130	Mechanisms	3
PHY 131	Physics-Mechanics	4
III. Other Major Courses		
ELC 125	Diagrams and Schematics	2
ELC 213	Instrumentation	4
ELC 228	PLC Applications	4
MEC 111	Machine Processes I	3
MNT 111	Maintenance Practices	3
WLD 112	Basic Welding Processes	2

Total Credits **70**

FALL SEMESTER I	FALL SEMESTER II
CIS 110	ATR 112
COM 110	ELC 128
ELC 111	ELC 213
ENG 111	ENG 114
MAT 121	MAT 122

SPRING SEMESTER I	SPRING SEMESTER II
ELC 117	ELC 228
ELC 125	MEC 130
HYD 110	MNT 111
HUM 115	PSY 150
ISC 112	WLD 112

SUMMER SEMESTER I
DFT 151
MEC 111
PHY 131

Medical Office Administration

A.A.S. DEGREE (A25310)

Associate in Applied Science Program

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing.

Students will learn administrative and support functions and develop skills applicable in medical environments. Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
COM110	Intro to Communication	3
3 SHC Natural Science, or MAT 110		3
Social/Behavioral Science Elective		3
Humanities/Fine Arts Elective		3

II. Major Courses

ACC 120	Principles of Financial Accounting I	4
BIO 163	Basic Anat & Physiology	5
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
CTS 130	Spreadsheet Concepts	3
DBA 110	Database Concepts	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
OST 131	Keyboarding	2
OST 136	Word Processing	3
OST 148	Medical Coding, Billing and Insurance	3
OST 149	Medical Legal Issues	3
OST 164	Text Editing Applications	3
OST 241	Medical Office Transcription I	2
OST 242	Medical Office Transcription II	2
OST 243	Medical Office Simulation	3
OST 247	CPT Coding in the Medical Office	2
OST 248	Diagnostic Coding	2
OST 289	Administrative Office Management	3

III. Medical Office Administration Electives

Students must select 1 from the following:

BUS 137	Principles of Management	3
BUS 240	Business Ethics	3
MKT 223	Customer Service	3
WBL 111(MO)	Work-Based Learning I	1

Total Credits 65

FALL SEMESTER I	FALL SEMESTER II
BIO 163	COM 110
CIS 110 or CIS 111	MOA Elective
MED 121	CTS 130
OST 131	OST 148
OST 136	Math/Science Elective
	OST 242

SPRING SEMESTER I	SPRING SEMESTER II
ENG 111	ACC 120
MED 122	DBA 110
Humanities/Fine Arts Elective	OST 243
OST 149	OST 289
OST 164	Social/Behav Science Elect

SUMMER SEMESTER I
OST 241
OST 247
OST 248

Medical Sonography

A.A.S. DEGREE (A45440)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs are eligible to take National Registry Examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers. Graduates may find employment in clinics, physicians' offices, mobile services, equipment manufacturers, hospitals, and educational institutions.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111.

Semester Hour Credits

I. General Education Courses

BIO 163	Basic Anatomy and Physiology	5
COM 120	Intro to Interpersonal Communication	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts Elective		3
MAT 110	Math Measurement and Literacy	3
PHY 110	Conceptual Physics	3
PHY 110A	Conceptual Physics Lab	1
PSY 150	General Psychology	3

II. Major Courses

SON 110	Introduction to Sonography	3
SON 111	Sonographic Physics	4
SON 120	SON Clinical Education I	5
SON 121	SON Clinical Education II	5
SON 130	Abdominal Sonography I	3
SON 131	Abdominal Sonography II	2
SON 140	Gynecologic Sonography	2
SON 220	SON Clinical Education III	8
SON 221	SON Clinical Education IV	8
SON 225	Case Studies	1
SON 241	Obstetrical Sonography I	2
SON 242	Obstetrical Sonography II	2
SON 250	Vascular Sonography	2
SON 272	Advanced Pathology	1
SON 289	Sonographic Topics	2

Total Credits 74

FALL SEMESTER I
BIO 163
SON 110
SON 111
SON 130

SPRING SEMESTER I
MAT 110
PHY 110
PHY 110A
SON 120
SON 131
SON 140
SON 250

SUMMER SEMESTER I
Humanities/Fine Arts Elect
(HUM 115 recommended)
PSY 150
SON 121
SON 241

FALL SEMESTER II
ENG 111
SON 220
SON 242
SON 272

SPRING SEMESTER II
COM 120
SON 221
SON 225
SON 289

Nuclear Technology

A.A.S. DEGREE (A50460)

Associate in Applied Science Program

The Nuclear Technology curriculum prepares individuals to become qualified reactor field technicians who are employed by licensed nuclear reactor facilities.

Course work includes theory and application related to industrial and engineering technology disciplines
including nuclear reactor theory, reactor systems, industrial and nuclear safety, instrumentation, electrical generation, automation and robotics, and may include quality control, welding, and various metallurgical inspection procedures.

Upon completion, graduates should qualify as entry-level nuclear reactor technicians and have academic preparations to advance into other industrial or engineering technician positions within the commercial nuclear power industry.

Semester Hour Credits

I. General Education Courses

ENG 111	Writing and Inquiry	3
ENG 114	Professional Research/Reporting	3
HUM 115	Critical Thinking	3
MAT 121	Algebra/Trigonometry I	3

3 SHC Social/Behavioral Science Elective
(from selection below)

ECO 151	Survey of Economics	3
POL 110	Intro Political Science	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

II. Major Courses

ATR 112	Introduction to Automation	3
CIS 110	Introduction to Computers	3
EGR 115	Intro to Technology	3
ELC 131	Circuit Analysis I	4
ISC 112	Industrial Safety	2
MAT 122	Algebra/Trigonometry II	3
MEC 265	Fluid Mechanics	3
NUC 110	Nuclear Reactor Systems	3
NUC 120	Nuclear Reactor Theory	4
NUC 210	Nuclear Steam Plant Systems	4
NUC 220	Nuclear Primary Plant Systems	4
PHY 131	Physics-Mechanics	4
PHY 132	Physics-Elec & Magnetism	4
	and either:	
WBL 111	Work-Based Learning I	1
	or	
WBL 112	Work-Based Learning I	2

III. Electives – take 15 SHC from one (1) of the two following groups:
Group 1 (Reactor Service Technician):

ELC 128	Intro to PLC	3
HYD 110	Hydraulics/Pneumatics I	3
ISC 130	Intro to Quality Control	3
MEC 111	Machine Processes I	3

MEC 130	Mechanisms	3
NUC 130	Applied NDE-Nuclear	2

Group 2 (Nuclear Plant Technician):

CHM 121	Foundations of Chemistry	3
EGR 251	Statics	3
ELC 117	Motors and Controls	4
ELC 128	Intro to PLC	3
ELC 133	Circuit Analysis II	4
ELC 213	Instrumentation	4
ELN 260	Prog Logic Controllers	4
MEC 111	Machine Processes I	3
MEC 267	Thermal Systems	3
PCI 162	Instrumentation Controls	3
PCI 262	Intro to Process Control	4

Reactor Service Technician

FALL SEMESTER I	FALL SEMESTER II
ATR 112	Elective (Note A)
CIS 110	ENG 114
EGR 115	HUM 115
ENG 111	NUC 210
ISC 112	NUC 220
MAT 121	PHY 132

SPRING SEMESTER I	SPRING SEMESTER II
ELC 131	WBL 111
HYD 110 (Elective)	
NUC 110	
NUC 120	
PHY 131	

SUMMER SEMESTER I	SUMMER SEMESTER II
ENG 114	ISC 130
MAT 122	MEC 130
Soc/Behav Science Elect	MEC 265
	NUC 130

Nuclear Plant Technician

SPRING SEMESTER I	SPRING SEMESTER II
ATR 112	CHM 121
CIS 110	HUM 115
EGR 115	MEC 267
ENG 111	PHY 132
ISC 112	Elective (Note B)
MAT 121	

SUMMER I	SUMMER II
ENG 114	WBL 112
MEC 265	
Soc/Behav Science Elect	

Fall I	Fall II
ELC 131	NUC 210
MAT 122	NUC 220
NUC 110	Elective (Note C)
NUC 120	Elective (Note C)
PHY 131	

Note A: ELC 128 or MEC 111
Note B: ELC 117 or ELC 133 or ELN 260 or PCI 162
Note C: Choose two EGR 251, ELC 128, ELC 213, MEC 111, PCI 262

Note:
Actual course sequence may vary from that stated above depending upon prior college credits. Contact the Lead Instructor regarding individual schedule and course selections.

This program includes a cooperative work experience course at a nuclear power plant that requires students to meet Federal regulations for fitness for duty and access authorization. Prior to registering for WBL 111NT, students must complete a process that supports the security criteria for their assigned nuclear plant that includes a background check, drug screen, and psychological assessment. The college has agreements with the service providers of this process and students will be charged a fee that totals about $200. Please contact the Lead Instructor, Nuclear Technology for further details.

NURSING PROGRAMS

Associate Degree Nursing (RN)

A.A.S. DEGREE-RN (A45110)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Semester Hour Credits

I. General Education Courses

BIO 168	Anatomy & Physiology I	4
BIO 169	Anatomy & Physiology II	4
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3
	or	
ENG 114	Professional Research & Reporting	3
Humanities/Fine Arts Elective		3
PSY 150	General Psychology	3

II. Major Courses

BIO 175	General Microbiology	3
NUR 111	Intro to Health Concepts	8
NUR 112	Health-Illness Concepts	5
NUR 113	Family Health Concepts	5
NUR 114	Holistic Health Concepts	5
NUR 211	Health Care Concepts	5
NUR 212	Health System Concepts	5
NUR 213	Complex Health Concepts	10
PSY 241	Developmental Psych	3

III. Other Required Courses

CIS 111	Basic PC Literacy	2
	or	
CIS 110	Introduction to Computers	3

*Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

Total Credits 71

FALL SEMESTER I
BIO 168
NUR 111
PSY 150

FALL SEMESTER II
BIO 175
ENG 111
NUR 211
NUR 212

SPRING SEMESTER I
BIO 169
NUR 112
NUR 114
PSY 241

SPRING SEMESTER II
ENG 114 or ENG 112
Humanities/Fine Arts Elect
NUR 213

SUMMER SEMESTER I
CIS 111 or CIS 110
NUR 113

Practical Nursing (LPN)

DIPLOMA (D45660)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Diploma Program

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to individuals across the lifespan.

Students will participate in data collection, implementing, and evaluating nursing care provided.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/ home health facilities, clinics, and physicians' offices.

Semester Hour Credits

I. General Education Courses

BIO 163	Basic Anatomy and Physiology	5
ENG 111	Writing and Inquiry	3
PSY 150	General Psychology	3
PSY 241	Developmental Psych	3

II. Major Courses

NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	12
NUR 103	Practical Nursing III	10

Total Credits 47

FALL SEMESTER I
BIO 163
NUR 101
PSY 150

SUMMER SEMESTER I
NUR 103

SPRING SEMESTER I
ENG 111
NUR 102
PSY 241

Note: CNA classes are offered through Continuing Education. Please call (910) 362-7170 for information.

Occupational Therapy Assistant

A.A.S. DEGREE (A45500)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Occupational Therapy Assistant curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended care facilities, sheltered workshops, schools, home health programs, and community programs. Successful completion of the program is required for certification and licensure.

The National Board of Certification in Occupational Therapy administers the national certification examination. The NBCOT is the certifying body for occupational therapy practitioners.

		Semester Hour Credits
I. General Education Course		
BIO 169	Anatomy and Physiology II	4
COM 110	Intro to Communication	3
	or	
COM 120	Intro to Interpersonal Communication	3
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disc	3
	or	
ENG 114	Professional Research and Reporting	3
Humanities/Fine Arts Elective		3
PSY 150	General Psychology	3

II. Major Courses:

BIO 168	Anatomy and Physiology I	4
CIS 110	Introduction to Computers	3
	or	
CIS 111	Basic PC Literacy	2
OTA 110	Fundamentals of OT	3
OTA 120	OT Media I	2
OTA 130	Assessment Skills	3
OTA 140	Professional Skills I	1
OTA 150	Life Span Skills I	3
OTA 161	Fieldwork I Placement 1	1
OTA 162	Fieldwork I Placement 2	1
OTA 163	Fieldwork I Placement 3	1
OTA 170	Physical Dysfunction	3
OTA 180	Psychosocial Dysfunction	3
OTA 220	OT Media II	3
OTA 240	Professional Skills II	1
OTA 250	Life Span Skills II	3
OTA 260	Fieldwork II Placement 1	6
OTA 261	Fieldwork II Placement 2	6
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3

III. Occupational Therapy Assistant Electives

Students must select 3 SHC from the following:

BUS 230	Small Business Management	3
PSY 265	Behavioral Modifications	3
SOC 210	Intro To Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 240	Social Psychology	3

Total Credits **74/75**

The Occupational Therapy Assistant program at CFCC is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. AOTA's phone number is (301) 652-AOTA. Website: www.acoteonline.org

FALL SEMESTER I
BIO 168
COM 110 or 120
ENG 111
OTA 110
OTA 120
OTA 140
PSY 150

SPRING SEMESTER I
BIO 169
OTA 130
OTA 150
OTA 161
OTA 170
PSY 241

SUMMER SEMESTER I
CIS 110 or CIS 111
OTA 162
OTA 220
PSY 281

FALL SEMESTER II
ENG 112 or 114
Humanities/Fine Arts Elect
OTA 163
OTA 180
OTA 240
OTA 250
Occ Therapy Elective

SPRING SEMESTER II
OTA 260
OTA 261

Students in the OTA program must achieve a "C" or higher in each course within the curriculum in order to fulfill graduation requirements. OTA core courses cannot be taken out of sequence.

Level II fieldwork placements must be completed within 12 months of completion of the didactic course work.

Paralegal Technology

(Legal Assistant)

***A.A.S. DEGREE (A25380)**
DIPLOMA (D25380)
CERTIFICATE-CIVIL LITIGATION TRACK (C25380C)
CERTIFICATE-CIVIL REAL PROPERTY TRACK (C25380R)

Associate in Applied Science Program

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks, and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

*Graduates of the A.A.S. program will be eligible to take the North Carolina Paralegal Certification Examination. Diploma and Certificate students should check with the lead instructor for additional requirements which may enable them to take the state exam.

		Semester Hour Credits
I. General Education Courses		
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Art Elective		3
MAT 143	Quantitative Literacy	3
Social and Behavioral Science Elective		3
II. Major Courses		
LEX 110	Introduction to Paralegal Study	2
LEX 120	Legal Research/Writing I	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 150	Commercial Law I	3
LEX 210	Real Property I	3
LEX 240	Family Law	3
LEX 250	Wills, Estates & Trust	3
III. Other Major Courses		
CIS 110	Introduction to Computers	3
CJC 231	Constitutional Law	3
LEX 121	Legal Research/Writing II	3
LEX 151	Commercial Law II	3
LEX 160	Criminal Law and Procedure	3
LEX 170	Administrative Law	2
LEX 211	Property II	3
LEX 214	Investigation & Trial Prep	3
LEX 260	Bankruptcy & Collections	3
LEX 270	Law Office Management & Tech.	2
LEX 271	Law Office Writing	2
LEX 280	Ethics and Professionalism	2
LEX 287	CLA Review Seminar	2
WBL 111	Work-Based Learning I	1
WBL 115	Work-Based Learning Seminar I	1
Total Credits:		**74**

PARALEGAL TECHNOLOGY (DAY)

FALL SEMESTER I	FALL SEMESTER II
CIS 110	Humanities/Fine Arts Elect
ENG 111	LEX 210
LEX 110	LEX 214
LEX 130	LEX 240
LEX 150	LEX 260
MAT 143	LEX 270

SPRING SEMESTER I	SPRING SEMESTER II
LEX 120	WBL 111
LEX 140	WBL 115
LEX 151	COM 231
LEX 160	LEX 211
Social/Behav Science Elect	LEX 250
	LEX 280
	LEX 287

SUMMER SEMESTER I
CJC 231
LEX 121
LEX 170
LEX 271

Paralegal Technology
Diploma Program

		Semester Hour Credits
I. General Education Courses		
COM 231	Public Speaking	3
MAT 143	Quantitative Literacy	3
CJC 231	Constitutional Law	3
LEX 110	Introduction to Paralegal Studies	2
LEX 120	Legal Research and Writing I	3
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 150	Commercial Law I	3
LEX 160	Criminal Law	3
LEX 210	Real Property I	3
LEX 240	Family Law	3
LEX 250	Wills, Estate & Trust	3
LEX 260	Bankruptcy & Collections	3
Total Credits		**38**

FALL SEMESTER I	FALL SEMESTER II
LEX 110	CJC 231
LEX 130	COM 231
LEX 160	MAT 143
LEX 150	
LEX 210	

SPRING SEMESTER I
LEX 120
LEX 140
LEX 240
LEX 250
LEX 260

Paralegal Technology
CIVIL LITIGATION TRACK
Certificate Program

I. General Education Courses

		Semester Hour Credits
LEX 130	Civil Injuries	3
LEX 140	Civil Litigation I	3
LEX 150	Commercial Law I	3
LEX 214	Investigat & Trial Prep	3
LEX 240	Family Law	3
LEX 250	Wills, Estate & Trust	3

Total Credits **18**

FALL SEMESTER I	FALL SEMESTER II
LEX 150	LEX 140
LEX 214	LEX 250

SPRING SEMESTER I
LEX 130
LEX 240

Paralegal Technology
REAL PROPERTY TRACK
Certificate Program

I. General Education Courses

		Semester Hour Credits
LEX 150	Commercial Law I	3
LEX 210	Real Property I	3
LEX 211	Real Property II	3
LEX 240	Family Law	3
LEX 250	Wills, Estate & Trust	3
LEX 260	Bankruptcy & Collections	3

Total Credits **18**

FALL SEMESTER I	FALL SEMESTER II
LEX 150	LEX 211
LEX 260	LEX 250

SPRING SEMESTER I
LEX 210
LEX 240

Pharmacy Technology

A.A.S. DEGREE (A45580)
DIPLOMA (D45580)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

I. General Education Courses

		Semester Hour Credits
BIO 163	Basic Anatomy and Physiology	5
COM 110	Intro to Communication	3
	or	
COM 120	Intro to Interpersonal Communications	3
ENG 111	Writing and Inquiry	3
MAT 110	Math Measurement and Literacy	3
	or	
MAT 143	Quantitative Literacy	3
PSY 118	Interpersonal Psychology	3
	or	
PSY 150	General Psychology	3
HUM 115	Critical Thinking	3
	or	
PHI 240	Introduction to Ethics	3

II. Major Courses

PHM 110	Intro to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 133	Pharmacy Clinical	3
PHM 135	Pharmacy Clinical	5
PHM 136	Pharmacy Clinical	6
PHM 140	Trends in Pharmacy	2
PHM 150	Hospital Pharmacy	4
PHM 155	Community Pharmacy	3
PHM 160	Pharm Dosage Forms	3
PHM 165	Pharmacy Prof Practice	2
PHM 265	Professional Issues	3

III. Other Major Courses

PHM 115A	Pharmacy Calculations Lab	1
CIS 110	Intro to Computers	3
	or	
CIS 111	Basic PC Literacy	2
Total Credits		**74/75**

FALL SEMESTER I
BIO 163
CIS 110 or CIS 111
PHM 110
PHM 111
PHM 115
PHM 115A

SPRING SEMESTER I
PHM 118
PHM 120
PHM 136
PSY 118 or 150

SUMMER SEMESTER I
ENG 111
PHM 125
PHM 133
PHM 140
PHM 165

FALL SEMESTER II
PHM 150
PHM 135
COM 110 or 120
MAT 110 or MAT 143

SPRING SEMESTER II
PHM 155
PHM 160
PHM 265
HUM 115 or PHI 240

Pharmacy Technology
Diploma Program

Semester Hour Credits

I. General Education Courses

BIO 163	Basic Anatomy and Physiology	5
ENG 111	Writing and Inquiry	3
PSY 118	Interpersonal Psychology	3
	or	
PSY 150	General Psychology	3

II. Major Courses

PHM 110	Intro to Pharmacy	3
PHM 111	Pharmacy Practice I	4
PHM 115	Pharmacy Calculations	3
PHM 118	Sterile Products	4
PHM 120	Pharmacology I	3
PHM 125	Pharmacology II	3
PHM 133	Pharmacy Clinical	3
PHM 136	Pharmacy Clinical	6
PHM 140	Trends in Pharmacy	2
PHM 165	Pharmacy Prof Practice	2

III. Other Major Courses

CIS 110	Intro to Computers	3
	or	
CIS 111	Basic PC Literacy	2
PHM 115A	Pharmacy Calculations Lab	1
Total Credits		**47/48**

FALL SEMESTER I
BIO 163
CIS 110 or CIS 111
PHM 110
PHM 111
PHM 115
PHM 115A

SUMMER SEMESTER I
ENG 111
PHM 125
PHM 133
PHM 140
PHM 165

SPRING SEMESTER I
PHM 118
PHM 120
PHM 136
PSY 118 or 150

……

Phlebotomy
CERTIFICATE (C45600)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Certificate Program

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physician's offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Semester Hour Credits

I. Major Courses

PBT 100	Phlebotomy Technology	6
PBT 101	Phlebotomy Practicum	3
PSY 118	Interpersonal Psychology	3
	or	
PSY 150	General Psychology	3
Total Credits		**12**

Plumbing

DIPLOMA (D35300)

Diploma Program

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at parts supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

		Semester Hour Credits
I. General Education Courses		
ENG 101	Applied Communications I	3
MAT 110	Math Measurement and Literacy	3
II. Major Courses		
BPR 130	Blueprint Reading/Construction	3
PLU 110	Modern Plumbing	9
PLU 120	Plumbing Applications	9
PLU 130	Plumbing Systems	6
PLU 140	Introduction to Plumbing Codes	2
PLU 150	Plumbing Diagrams	2
SST 140	Green Building and Design Concepts	3
III. Other Major Courses		
CIS 111	Basic PC Literacy	2
PLU 160	Plumbing Estimating	2
WBL 111	Work-Based Learning I	1

Total Credits 45

FALL SEMESTER I
ENG 101
PLU 110
BPR 130

SPRING SEMESTER I
MAT 110
PLU 120
PLU 140
PLU 150

SUMMER SEMESTER I
CIS 111
WBL 111
PLU 130
PLU 160
SST 140

Practical Nursing (LPN)

See Nursing Programs

Radiography

A.A.S. DEGREE (A45700)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Radiography curriculum prepares the graduate to be a radiographer, a skilled health care professional who uses radiation to produce images of the human body.

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of this program are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Students are required to pass the computer competency test administered in the Learning Lab, or pass CIS 110 or CIS 111 or take CLEP test for CIS 110.

		Semester Hour Credits
I. General Education Courses		
BIO 163	Basic Anatomy & Physiology	5
	or	
BIO 168	Anatomy and Physiology I	4
	and	
BIO 169	Anatomy and Physiology II	4
COM 110	Introduction to Communication	3
	or	
COM 231	Public Speaking	3
ENG 111	Writing and Inquiry	3
Humanities/Fine Art Elective		3
MAT 110	Math Measurement and Literacy	3
PSY 150	General Psychology	3
	or	
SOC 210	Introduction to Sociology	3
II. Major Courses		
RAD 110	Rad Intro & Patient Care	3
RAD 111	Rad Procedures I	4
RAD 112	Rad Procedures II	4
RAD 121	Radiographic Imaging I	3
RAD 122	Radiographic Imaging II	2
RAD 131	Radiographic Physics I	2
RAD 151	RAD Clinical Ed I	2
RAD 161	RAD Clinical Ed II	5
RAD 171	RAD Clinical Ed III	4
RAD 181	RAD Clinical Elective	1
RAD 211	Rad Procedures III	3
RAD 231	Radiographic Physics II	2
RAD 241	Radiobiology Protection	2
RAD 245	RAD Image Analysis	2

RAD 251	RAD Clinical Ed IV	7
RAD 261	RAD Clinical Ed V	7
RAD 271	Radiography Capstone	1
RAD 281	RAD Clinical Elective	1
Total Credits		**75**

FALL SEMESTER I
BIO 163 OR
(BIO 168 & BIO 169)
ENG 111
RAD 110
RAD 111
RAD 151
RAD 181

FALL SEMESTER II
PSY 150 or SOC 210
RAD 211
RAD 231
RAD 241
RAD 251

SPRING SEMESTER I
COM 110 or COM 231
MAT 110 or higher
RAD 112
RAD 121
RAD 161

SPRING SEMESTER II
Humanities/Fine Arts Elect
RAD 245
RAD 261
RAD 271

SUMMER SEMESTER I
RAD 122
RAD 131
RAD 171
RAD 281

Real Estate Licensing

CERTIFICATE (C25480)

Certificate Program

The Real Estate Licensing curriculum provides licensing education required by the North Carolina Real Estate Commission for students preparing to take the real estate license examination and for provisional brokers that are seeking removal of the provisional status.

Course work includes the practices and principles of real estate, broker relationships as they apply to customers, sellers and buyers, contract procedures, fair housing and real estate methodology. Course work also includes professional development opportunities.

Graduates who have passed the real estate license examination and obtained a real estate provisional broker license should then qualify for removal of the provisional status and be able to provide basic, residential real estate services as a broker affiliated with a real estate brokerage firm.

A license issued to a resident provisional broker shall be issued on inactive status. In order for a provisional broker license to be eligible for active status, the provisional broker must affiliate the license with a qualified broker-in-charge. Additionally, in order for the license to remain eligible for active status, the provisional broker must complete at least one 30-hour post licensing course on or before his or her anniversary date of licensure. The provisional broker must further complete a second and third post licensing course on or before the second and third respective anniversary dates of licensure in order to retain the eligibility for "active" license status. Please note that post licensing education requirements are in addition to continuing education requirements and the two are not synonymous.

		Semester Hour Credits
I. Major Courses		
RLS 112	Broker Prelicensing	5
RLS 113	Real Estate Mathematics	2
RLS 121	Broker Relations/Responsibilities	2
RLS 122	Contracts and Closing	2
RLS 123	Select Real Estate Issues	22
Total Credits		**13**

FALL SEMESTER I
RLS 112
RLS 113

SPRING SEMESTER I
RLS 121
RLS 122
RLS 123

Surgical Technology

A.A.S. DEGREE (A45740)

This program has selective admission requirements. Contact the Counseling Office for information and application deadlines.

Associate in Applied Science Program

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

		Semester Hour Credits
I. General Education Courses		
COM 120	Intro to Interpersonal Communications	3
ENG 111	Writing and Inquiry	3
HUM 115	Critical Thinking	3
MAT 110	Math Measurement and Literacy	3
	or	
MAT 143	Quantitative Literacy	3
PSY 150	General Psychology	3
II. Major Courses		
SUR 110	Introduction to Surgical Technology	3
SUR 111	Perioperative Patient Care	7
SUR 122	Surgical Procedures I	6
SUR 123	Surgical Clinical Practice I	7
SUR 134	Surgical Procedures II	5
SUR 135	Surgical Clinical Practice II	4
SUR 137	Professional Success Preparation	1
SUR 210	Advanced Clinical Practice	2
SUR 211	Advanced Theoretical Concepts	2
III. Other Major Courses		
BIO 163	Basic Anatomy & Physiology	5
BIO 175	General Microbiology	3
CIS 110	Introduction to Computers	3
ENG 114	Professional Research & Reporting	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3

Total Credit Hours: 72

Students must achieve a "C" or higher in each course in the curriculum in order to progress semester by semester and to graduate.

FALL SEMESTER I
BIO 163
MED 121
SUR 110
SUR 111

FALL SEMESTER II
BIO 175
MAT 110
SUR 134
SUR 135

SPRING SEMESTER I
ENG 111
MED 122
SUR 122A
SUR 123A

SPRING SEMESTER II
COM 120
ENG 114
PSY 150
SUR 137
SUR 210
SUR 211

SUMMER SEMESTER I
HUM 115
CIS 110
SUR 122B
SUR 123B

Sustainability Technologies

A.A.S. DEGREE (A40370)
CERTIFICATE - Sustainability Technology (C40370)
CERTIFICATE - Renewable Energy Technology (C40370R)
CERTIFICATE - Sustainable Building Technologies (C40370S)

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors.

		Semester Hour Credits
I. General Education Courses		
ENG 111	Writing and Inquiry	3
ENG 114	Professional Research & Reporting	3
MAT 121	Algebra/Trigonometry I	3
Humanities/Fine Arts Elective		3
Social and Behavioral Science Elective		3
II. Major Courses		
ALT 120	Renewable Energy Tech	3
ALT 250	Thermal Systems	3
CST 111	Construction I	4
CST 150	Building Science	3
ELC 220	Photovoltaic System Tech	3
ENV 110	Environmental Science	3
ENV 226	Environmental Law	3
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3
SST 130	Modeling Renewable Energy	3
SST 140	Green Building & Design Concepts	3
SST 210	Issues in Sustainability	3
III. Other Major Courses		
CMT 210	Construction Management Fund	3
CMT 212	Total Safety Performance	3
ELC 111	Intro to Electricity	3
ELC 221	Advanced PV System Designs	3
ELC 230	Wind & Hydro Power Systems	3
SST 250	Sustain Capstone Project	3

IV. Electives
Choose a minimum of 4 hours from the following:

Sustainability:

AGR 139	Intro to Sustainable AG	3
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
BUS 121	Business Math	3
BUS 230	Small Business Mgmt	3
CIS 110	Introduction to Computers	3
DFT 151	CAD I	3
HOR 160	Plant Materials I	3

Renewable Energy:

ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
MEC 130	Mechanisms	3
PLU 111	Intro to Basic Plumbing	2

Sustainable Building Technology:

AHR 110	Intro to Refrigeration	5
AHR 211	Residential System Design	3
BPR 130	Print Reading-Construction	3
CMT 120	Codes and Inspections	3
CMT 214	Planning and Scheduling	3

Co-Op:

WBL 111	Work-Based Learning I	1
WBL 121	Work-Based Learning II	1

Total Credit Hours: 74

FALL SEMESTER I
CST 111
Hum/Fine Arts Elective
ENG 111
SST 110
SST 140

FALL SEMESTER II
ELC 220
ELC 230
ENV 226
SST 210
Elective

SPRING SEMESTER I
CMT 210
ENG 114
SST 120
CST 150
MAT 121
Social/Behav Science Elect

SPRING SEMESTER II
ELC 221
SST 250
ALT 250
CMT 212
Elective

SUMMER SEMESTER I
ALT 120
ELC 111
ENV 110
SST 130

Sustainability Technology
Certificate Program

Semester Hour Credits

I. Major Courses

ALT 120	Renewable Energy Tech	3
ENV 110	Environmental Science	3
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3
SST 140	Green Building & Design Concepts	3

Total Credits 15

FALL SEMESTER
SST 110
SST 140

SUMMER SEMESTER
ALT 120
ENV 110

SPRING SEMESTER
SST 120

Renewable Energy Technology
Certificate Program

Semester Hour Credits

I. Major Courses

ALT 120	Renewable Energy Tech	3
ALT 250	Thermal Systems	3
ELC 111	Intro to Electricity	3
ELC 220	Photovoltaic System Tech	3
ELC 230	Wind & Hydro Power Systems	3

Total Credits 15

FALL SEMESTER
ELC 220
ELC 230

SUMMER SEMESTER
ALT 120
ELC 111

SPRING SEMESTER
ALT 250

Sustainable Building Technologies
Certificate Program

Semester Hour Credits

I. Major Courses

CST 150	Building Science	3
SST 130	Modeling Renewable Energy	3
SST 110	Intro to Sustainability	3
SST 120	Energy Use Analysis	3
SST 140	Green Building & Design Concepts	3

Total Credits 15

FALL SEMESTER
SST 110
SST 140

SUMMER SEMESTER
SST 130

SPRING SEMESTER
CST 150
SST 120

Truck Driver Training

CERTIFICATE (C60300)

Certificate Program

The Truck Driver Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security, and fire protection. Highway driving, training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License and employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

		Semester Hour Credits
Major Courses		
TRP 100	Truck Driver Training	12
Total Credits		**12**

Welding Technology

DIPLOMA (D50420)
CERTIFICATE (C50420)
CERTIFICATE (C50420F)

Diploma Program

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

		Semester Hour Credits
I. General Education Courses		
ENG 101	Applied Communications I	3
MAT 110	Math Measurement and Literacy	3
II. Major Courses		
CIS 111	Basic PC Literacy	2
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 132	GTAW (TIG) Plate/Pipe	3
WLD 141	Symbols and Specifications	3
WLD 143	Welding Metallurgy	2
WLD 215	SMAW (Stick) Pipe	4
WLD 231	GTAW (TIG) Pipe	3
Total Credits		**42**

FALL SEMESTER I
MAT 110
WLD 110
WLD 115
WLD 131
WLD 141

SUMMER SEMESTER I
WLD 215
WLD 231

SPRING SEMESTER I
CIS 111
ENG 101
WLD 116
WLD 121
WLD 132
WLD 143

Welding Technology
Certificate Program
(EVENINGS)

		Semester Hour Credits
I. Major Courses		
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 131	GTAW (TIG) Plate	4
Total Credits		**15**

FALL SEMESTER I
WLD 110
WLD 115
WLD 131

SPRING SEMESTER I
WLD 116

Welding Technology
Fabrication Certificate Program

I. Major Courses		
WLD 110	Cutting Processes	2
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 132	GTAW (TIG) Plate/Pipe	3
Total Credits		**13**

COURSE DESCRIPTIONS

Please Note:
Prerequisites: A course taken prior to another course.

1. CFCC administers one placement test: Accuplacer (CPT). These scores are listed in the course descriptions. Satisfactory scores on placement tests taken at other colleges (SAT, ACT, COMPASS) may be used to waive Reading, Writing and Mathematical prerequisites. See the Placement Test Advising Guide, for additional information or talk with a counselor.

2. Receipt of transfer credit for ENG 111 or above will waive the Reading and/or Writing prerequisites for certain courses.

3. Receipt of a curriculum math credit will waive the prerequisites for certain courses.

Corequisites: A course taken at the same time as another course or prior to the course to be taken.

Some courses in communications or humanities/fine arts, mathematics, natural science, or social/behavioral science may fulfill a general education requirement in one of the following programs: AA (Associate in Arts), AS (Associate in Science), AFA (Associate in Fine Arts), AGE (Associate in General Education), AAS (Associate in Applied Science), DIP (Diploma), or CER (Certificate). Any course with a general education classification is identified by the last statement or the last two statements in the course description. Each statement should be read carefully. "SACS" in the description refers to CFCC's accrediting agency, the Southern Association of Colleges and Schools.

ACA 111 College Student Success 1 0 0 1
Prerequisites: None
Corequisites: None

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

Class Lab Clinical Credit

ACA 122* College Transfer Success 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

ACC 120* Prin of Financial Acct 3 2 0 4
Prerequisites: Take ENG 095 OR RED 090 OR ENG 111
Take DMA 010 020 030
Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations.

ACC 121* Prin of Managerial Acct 3 2 0 4
Prerequisites: Take ACC 120. Minimum grade of C
Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems.

ACC 122 Principles of Financial Accounting II 3 0 0 3
Prerequisites: Take ACC 120 Minimum grade of C
Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 129 Individual Income Taxes 2 2 0 3
Prerequisites: Take ACC 120
Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes 2 2 0 3
Prerequisites: Take ACC 129
Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. This course is also available through the Virtual Learning Community (VLC).

ACC 140 Payroll Accounting 1 2 0 2
Prerequisites: Take one: AC 115 or ACC 120
Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 150 Accounting Software Application 1 2 0 2
Prerequisites: Take one: ACC 115 or ACC 120
Take one: CIS 110 or CIS 111
Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 175 Hotel & Restaurant Acct 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers generally accepted accounting principles and the uniform system of accounts for small hotels and motels of the American Hotel and Motel Association. Emphasis is placed on the accounting cycle, analysis of financial statements, and payroll procedures including treatment of tips. Upon completion, students should be able to demonstrate competence in the accounting principles and procedures used in hotels and restaurants.

Class Lab Clinical Credit

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisites: Take one: ACC 120, ACC 122
Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 Intermediate Acct II 3 2 0 4
Prerequisites: Take ACC 220
Corequisites: None

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

ACC 225 Cost Accounting 3 0 0 3
Prerequisites: Take ACC 121
Corequisites: None

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. This course is also available through the Virtual Learning Community (VLC).

AGR 139 Intro to Sustainable Ag 3 0 0 3
Prerequisites: None
Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AHR 110 Intro to Refrigeration 2 6 0 5
Prerequisites: None
Corequisites: None

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade.

AHR 111 HVACR Electricity 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

AHR 112 Heating Technology 2 4 0 4
Prerequisites: None
Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

AHR 113 Comfort Cooling 2 4 0 4
Prerequisites: Take AHR 110
Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

AHR 114 Heat Pump Technology 2 4 0 4
Prerequisites: Take one: AHR 110 or AHR 113
Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

AHR 115 Refrigeration Systems 1 3 0 2
Prerequisites: Take AHR 110
Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

AHR 120 HVAC Maintenance 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

AHR 130 HVAC Controls 2 2 0 3
Prerequisites: Take one: AHR 111, ELC 111 or ELC 112
Corequisites: None

This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.

AHR 133 HVAC Servicing 2 6 0 4
Prerequisites: None
Corequisites: Take one: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.

AHR 140 All-Weather Systems 1 3 0 2
Prerequisites: Take one: AHR 112 or AHR 113
Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures.

AHR 210 Residential Building Code 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students

Class Lab Clinical Credit

should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

AHR 211 Residential System Design 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

ALT 120 Renewable Energy Tech 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydo-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

ALT 230 Biofuels Waste Management 2 0 0 2
Prerequisites: Take ALT 110
Corequisites: None

This course Is designed to address the issues of sustainability and environmental stewardship involved with the production and use of biofuels. Topics Include the sustainable production of feedstocks, efficient and low energy methods of fuel production, and management of biofuels sidestreams. Upon completion, students should be able to identify and mediate environmental impacts of biofuels and discuss the importance of producing biofuels using sustainable practices.

ALT 250 Thermal Systems 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations.

Class Lab Clinical Credit

ANT 210* General Anthropology 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.

ANT 220* Cultural Anthropology 3 0 0 3
Prerequisites: Completion of one of the following:
Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed.

ANT 240* Archaeology 3 0 0 3
Prerequisites: Completion of one of the following:
Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures.

ARC 111 Introduction to Architectural Technology 1 6 0 3
Prerequisites: Take one set:
Set: Take RED 080, MAT 060
Set: Take ENG 085, MAT 060
Set: Take RED 090, MAT 060
Set: Take ENG 095, MAT 060
Set: Take ENG 111, MAT 060
Set: Take RED 080, DMA 010, DMA 020, DMA 030
Set: Take ENG 085, DMA 010, DMA 020, DMA 030
Set: Take RED 090, DMA 010, DMA 020, DMA 030
Set: Take ENG 095, DMA 010, DMA 020, DMA 030
Set: Take ENG 111, DMA 010, DMA 020, DMA 030
Set: Take DRE 097, DMA 010, DMA 020, DMA 030
Corequisites: None

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, isometric, and oblique drawing

Class Lab Clinical Credit

techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112 Construction Materials & Methods 3 2 0 4
Prerequisites: Take one set:
Set: Take RED 080, MAT 060
Set: Take ENG 085, MAT 060
Set: Take RED 090, MAT 060
Set: Take ENG 095, MAT 060
Set: Take ENG 111, MAT 060
Set: Take RED 080, DMA 010, DMA 020, DMA 030
Set: Take ENG 085, DMA 010, DMA 020, DMA 030
Set: Take RED 090, DMA 010, DMA 020, DMA 030
Set: Take ENG 095, DMA 010, DMA 020, DMA 030
Set: Take ENG 111, DMA 010, DMA 020, DMA 030
Set: Take DRE 097, DMA 010, DMA 020, DMA 030
Corequisites: None

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

ARC 113 Residential Architectural Technology 1 6 0 3
Prerequisites: Take ARC 111 and ARC114/114A
Corequisites: Take ARC 112

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 114 Architectural CAD 1 3 0 2
Prerequisites: Take ARC 111 or DES 110
Corequisites: Take ARC 114A

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

ARC 114A Architectural CAD Lab 0 3 0 1
Prerequisites: Take ARC 111 or DES 110
Corequisites: Take ARC 114

This course provides a laboratory setting to enhance architectural CAD skills. Emphasis is placed on further development of commands and system operation. Upon completion, students should be able to prepare and plot scaled architectural drawings.

Class Lab Clinical Credit

ARC 131 Building Codes 2 2 0 3
Prerequisites: Take ARC 112 OR CAR 111
Take ENG 111
Corequisites: None

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing construction projects

ARC 132 Specifications and Contracts 2 0 0 2
Prerequisites: Take ARC 112, ARC 211, and ARC 230
Corequisites : None

This course covers the development of written specifications and the implications of different contractual arrangements. Topics include specification development, contracts, bidding, material research, and agency responsibilities. Upon completion, students should be able to write a specification section and demonstrate the ability to interpret contractual responsibilities.

ARC 211 Light Construction Technology 1 6 0 3
Prerequisites: Take ARC 111, ARC 113, ARC 230
Corequisites: Take ARC 112

This course covers working drawings for light construction. Topics include plans, elevations, sections, and details; schedules; and other related topics. Upon completion, students should be able to prepare a set of working drawings which are within accepted architectural standards.

ARC 213 Design Project 2 6 0 4
Prerequisites: Take ARC 111, ARC 112, ARC 114/114A, ARC 211, ARC 221, ARC 230
Corequisites: None

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

ARC-214 Architectural Statics 3 0 0 3
Prerequisites: Take ARC 111, ARC 112 MAT 121
Corequisites: None

This course covers the concepts of elementary statics as applied to architecture. Topics include forces, resultants, and types of force system; equations of equilibrium; reactions of simple architectural structures; internal forces in architectural roof trusses; frames and beams; centroids and moments of inertia as applied to architecture. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium as applied to architectural forms.

Class Lab Clinical Credit

ARC 220 Advanced Architect CAD 1 3 0 2
Prerequisites: Take ARC 114, ARC 114A
Corequisites: None

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

ARC 221 Architectural 3-D CAD 1 4 0 3
Prerequisites: Take ARC 114and ARC 220
Corequisites: None

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensioning drawings and renderings.

ARC 230 Environmental Systems 3 3 0 4
Prerequisites: Take ARC 111 and MAT 121 or MAT-171
Corequisites: None

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

ARC 231 Architectural Presentations 2 4 0 4
Prerequisites: Take ARC 111
Corequisites: None

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

ARC 235 Architectural Portfolio 2 3 0 3
Prerequisites: Take ARC 113 and ARC 231
Corequisites: None

This course covers the methodology for the creation of an architectural portfolio. Topics include preparation of marketing materials and a presentation strategy using conventional and/or digital design media. Upon completion, students should be able to produce an architectural portfolio of selected projects.

Class Lab Clinical Credit

ARC 264 Digital Architecture 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers multiple digital architectural techniques. Topics include spreadsheets and word processing procedures, on-line resources, modems, e-mail, image capture, multimedia, and other related topics. Upon completion, students should be able to transmit/receive electronic data, create multimedia presentations, and produce a desktop publishing document.

ART 111* Art Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART 114* Art History Survey I 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090 DRE 098
OR ENG 111
Corequisites: None

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART 115* Art History Survey II 3 0 0 3
Prerequisites Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ART 116* Survey of American Art 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience.

ART 117* Non-Western Art History 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development.

ART 121* Two-Dimensional Design 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art.

ART 122* Three-Dimensional Design 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts.

ART 131* Drawing I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes.

ART 132* Drawing II 0 6 0 3
Prerequisites: Take ART 131
Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques.

ART 171* Computer Art I 0 6 0 3
Prerequisites: Take ART 131
Corequisites: None

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images.

ART 212* Gallery Assistantship I 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills.

ART 214* Portfolio and Resume 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume.

ART 231* Printmaking I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods.

ART 232* Printmaking II 0 6 0 3
Prerequisites: Take ART 231
Corequisites: None

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods.

Class Lab Clinical Credit

ART 240* Painting I 0 6 0 3
Prerequisites: Take ART 131
Corequisites: None

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form.

ART 241* Painting II 0 6 0 3
Prerequisites: Take ART 240
Corequisites: None

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety.

ART 245* Metals I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces basic metal design in traditional and contemporary art forms using brass, copper, and silver. Emphasis is placed on designing and fabricating jewelry, small sculptures, and utilitarian objects. Upon completion, students should be able to design and produce small art objects.

ART 246* Metals II 0 6 0 3
Prerequisites: Take ART 245
Corequisites: None

This course provides a continuation of metal design utilizing basic methods of casting and other processes. Emphasis is placed on individualized design. Upon completion, students should be able to design and produce expressive forms.

ART 247* Jewelry I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry.

ART 248* Jewelry II 0 6 0 3
Prerequisites: Take ART 247
Corequisites: None

This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonné, and plique-a-jour. Upon completion, students should be able to create unique jewelry.

Class Lab Clinical Credit

ART 250* Surface Design: Textiles 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic principles and elements of art as applied to textile surfaces. Emphasis is placed on direct, top-dyed processes that utilize both synthetic and natural dyes, and techniques such as batiking, stenciling, and stamping. Upon completion, students should be able to demonstrate a basic understanding of appropriate materials and techniques as they apply to original design on a variety of textile surfaces.

ART 251* Weaving I 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides a basic understanding of the design and production of constructed textiles. Emphasis is placed on traditional weaving techniques. Upon completion, students should be able to warp and dress the loom and use appropriate techniques for the creation of unique woven fabrics.

ART 252* Weaving II 0 6 0 3
Prerequisites: Take ART 251
Corequisites: None

This course furthers an exploration of creative design as it relates to manipulated fiber construction. Emphasis is placed on traditional and experimental methods. Upon completion, students should be able to create fiber constructions that utilize appropriate techniques for individual expressive designs.

ART 261* Photography I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition.

ART 262* Photography II 0 6 0 3
Prerequisites: Take ART 261
Corequisites: None

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes.

Class Lab Clinical Credit

ART 264* Digital Photography I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition

ART 265* Digital Photography II 1 4 0 3
Prerequisites: Take ART 264
Corequisites: None

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches.

ART 266* Videography I 0 6 0 3
Prerequisites: None
Corequisites: None

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques.

ART 267* Videography II 0 6 0 3
Prerequisites: Take ART 266
Corequisites: None

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling.

ART 271* Computer Art II 0 6 0 3
Prerequisites: Take ART 171
Corequisites: None

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision.

Class Lab Clinical Credit

ART 281* Sculpture I 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches.

ART 282* Sculpture II 0 6 0 3
Prerequisites: Take ART 281
Corequisites: None

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture.

ART 283* Ceramics I 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.

ART 284* Ceramics II 0 6 0 3
Prerequisites: ART 283
Corequisites: None

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.

ART 285* Ceramics III 0 6 0 3
Prerequisites: Take ART 284
Corequisites: None

This course provides the opportunity for advanced self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of clay bodies, slips, engobes, and firing procedures necessary to fulfill the student's artistic goals. Upon completion, student should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium.

Class Lab Clinical Credit

ART 286* Ceramics IV 0 6 0 3
Prerequisites: Take ART 285
Corequisites: None

This course provides the opportunity for self-determined work in sculptural and functional ceramics. Emphasis is placed on developing the technical awareness of glaze materials, glaze formulation, and firing techniques necessary to fulfill the students' artistic goals. Upon completion, student should be able to demonstrate knowledge of materials and techniques necessary to successfully create original projects in the clay medium.

ASL 111 Elementary ASL I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness.

ASL 112 Elementary ASL II 3 0 0 3
Prerequisites: Take ASL 111
Corequisites: None

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness.

ASL 181 ASL Lab 1 **0 2 0 1**
Prerequisites: None
Corequisites: None

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness.

ASL 182 ASL Lab 2 0 2 0 1
Prerequisites: Take ASL 181
Corequisites: None

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to expressive American Sign Language and demonstrate cultural awareness.

Class Lab Clinical Credit

ASL 211 Intermediate ASL I 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: None

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future.

ASL 212 Intermediate ASL II 3 0 0 3
Prerequisites: Take ASL 211
Corequisites: None

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

ASL 221 Advanced ASL I 3 0 0 3
Prerequisites: Take ASL 212
Corequisites: None

This course provides an expansion of the essential and advanced skills of ASL, including advanced vocabulary, lexicalized fingerspelling, and complex grammatical structures. Emphasis is placed on the advanced development of expressive, receptive and conversational skills, study of authentic and representative literacy and cultural texts. Upon completion, students will communicate more accurately with advanced complexity, and to present the topics in the various registers, pragmatics and genres of ASL.

ASL 250 Linguistics of ASL 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: None

This course is designed to increase knowledge and skills necessary to linguistically analyze ASL. Emphasis is placed on applying phonology, morphology, syntax, semantics, discourse and socio- linguistics of ASL. Upon completion, students should be able to demonstrate knowledge and understanding of the basic linguistics of ASL through a variety of assessment methods.

Class Lab Clinical Credit

ASL 281 ASL Lab 3 0 2 0 1
Prerequisites: Take ASL 182
Corequisites: None

This course provides an opportunity to enhance the review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills through the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

ATR 112 Intro to Automation 2 3 0 3
Prerequisites: Take one set:
Set: RED 090, MAT 060, MAT 070
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Corequisites: None

This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

AUB 111 Painting & Refinishing I 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II 2 6 0 4
Prerequisites: Take AUB 111
Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

Class Lab Clinical Credit

AUB 114 Special Finishes 1 2 0 2
Prerequisites: Take AUB 111
Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II 2 6 0 4
Prerequisites: Take AUB 121
Corequisites: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

AUB 131 Structural Damage I 2 4 0 4
Prerequisites: None
Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/ moderate structural damage.

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation,

Class Lab Clinical Credit

material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 141 Mech & Elec Components I 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the basic principles of automotive mechanical and electrical components. Topics include personal and environmental safety and suspension and steering, electrical, brake, heating and air-conditioning, cooling, drive train, and restraint systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

AUB 162 Autobody Estimating 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

AUC 114 Custom Fiberglass Skills 2 4 0 4
Prerequisites: None
Corequisites: None

This course will provide instruction in non-metallic customizing and repair techniques. Emphasis will be placed on diagnosis and repair of cracks, proper use of bonding agents, fiberglass body parts removal/replacement, and custom fabrication techniques using fiberglass materials. Upon completion, students should be able to identify types of fiberglass and demonstrate the ability to properly prepare, apply, and finish fiberglass components.

AUT 116 Engine Repair 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: Take AUT 116A

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

Class Lab Clinical Credit

AUT 116A Engine Repair Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 123 Powertrain Diagnosis and Service 1 3 0 2
Prerequisites: Take TRN 110
Corequisites: None

This course covers the diagnosis, repair and service of the vehicle powertrain and related systems. Topics include fundamental operating principles of engines and transmissions and use of proper service procedures for diagnosis, service and R & R of major components. Upon completion students should be able to perform basic service and diagnosis of the powertrain and related systems, the students should also be able to perform in vehicle repairs and R & R components.

AUT 141 Suspension & Steering Sys 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A Suspension & Steering Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 151 Brake Systems 2 3 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095,
RED 090, DRE 097, OR ENG 111 151A

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A Brakes Systems Lab 0 3 0 1
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: Take AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 163 Adv Auto Electricity 2 3 0 3
Prerequisites: Take TRN 120
Corequisites: None

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair, and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 163A Adv Auto Electricity Lab 0 3 0 1
Prerequisites: Take TRN 120
Corequisites: Take AUT 163

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing, troubleshooting and emerging electrical/electronic systems technologies. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns.

AUT 181 Engine Performance I 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to today's vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion students should be able to describe operation of and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment and service information.

AUT 181A Engine Performance I Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.

AUT 212 Auto Shop Management 3 0 0 3
Prerequisites: TRN 110
Corequisites: None

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

AUT 213 Automotive Servicing II 1 3 0 2
Prerequisites: None
Corequisites: None

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 Auto Transm/Transaxles 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

AUT 221A Auto Transm/Transax Lab 0 3 0 1
Prerequisites: Take TRN 110
Corequisites: Take AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total

Class Lab Clinical Credit

hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

AUT 231 Manual Transmission/ Transaxles and Drivetrains 2 3 0 3
Prerequisites: Take TRN 110
Corequisites: None

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

AUT 231A Man Trans/Ax/Drtrain Lab 0 3 0 1
Prerequisites: TRN 110
Corequisites: Take AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

AUT 281 Adv Engine Performance 2 2 0 3
Prerequisites: Take AUT 181 or AUT 183
Corequisites: None

This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

BAF 110 Principles of Banking 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective.

Class Lab Clinical Credit

BAF 111 Teller Training 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of banking teller operations, bank security, and customer relations in preparation for work as a bank teller. Topics include bank profitability, cash and cash handling, checks and other transactions, balancing and setting, and security threats and their detection. Upon completion, students should be able to discuss the components of teller performance and perform effectively as a teller after minimal on-the-job training.

BAF 232 Consumer Lending 3 0 0 3
Prerequisites: None
Corequisites: None

This course details the many types of credit arrangements in which a finance charge is paid for the privilege of repaying debt in delayed payments. Topics include consumer credit policy, the loan process, servicing and collecting loans, consumer compliance, and evaluating credit risks. Upon completion, students should be able to identify collection policies and procedures, explain principles of credit evaluation, define open-end credit, and describe indirect lending.

BAF 234 Residential Mort Lending 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the field of mortgage lending and the various financial markets for real estate mortgages. Topics include conventional and government related mortgages, contracts, financial markets, and qualifying prospective loan customers. Upon completion, students should be able to demonstrate an understanding of mortgage loan origination and processing, government regulations, and compliance issues.

BIO 106 Intro to Anat/Phys/Micro 2 2 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course covers the fundamental and principal concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This course may fulfill the natural science requirement for DIP or CER programs.*

Class Lab Clinical Credit

BIO 110* Principles of Biology 3 3 0 4
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] The online lab will require a Custom Lab Kit which can be purchased through the CFCC Bookstore.

BIO 111* General Biology I 3 3 0 4
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO 112* General Biology II 3 3 0 4
Prerequisites: BIO 111
Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

BIO 120* Introductory Botany 3 3 0 4
Prerequisites: Take one: BIO 110 OR BIO 111
Corequisites: None

This course provides an Introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants.

Class Lab Clinical Credit

BIO 130* Introductory Zoology 3 3 0 4
Prerequisites: Take one: BIO 110 or BIO 111
Corequisites: None

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups.

BIO 140* Environmental Biology 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: Take BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues.

BIO 140A* Environmental Biology Lab 0 3 0 1
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: Take BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues.

BIO 143* Field Biology Minicourse 1 2 0 2
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment.

BIO 150* Genetics in Human Affairs 3 0 0 3
Prerequisites: Take one: BIO 110 or BIO 111
Corequisites: None

This course describes the importance of genetics in everyday life. Topics include the role of genetics in human development, birth defects, cancer and chemical exposure, and current issues including genetic engineering and fertilization methods. Upon completion, students should be able to understand the relationship of genetics to society today and its possible influence on our future.

BIO 163* Basic Anat & Physiology 4 2 0 5
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. Labs may require gloves which can be purchased through the CFCC Bookstore. Please attend the first class before purchasing.

BIO 168* Anatomy and Physiology I 3 3 0 4
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Labs may require gloves which can be purchased through the CFCC Bookstore. Please attend the first class before purchasing.

BIO 169* Anatomy and Physiology II 3 3 0 4
Prerequisites: Take BIO 168
Corequisites: None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

BIO 175* General Microbiology 2 2 0 3
Prerequisites: Take one: BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168
Corequisites: None

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. Lab will require a lab coat, gloves and goggles which can be purchased through the CFCC Bookstore. Please attend the first class before purchasing.

BIO 250* Genetics 3 3 0 4
Prerequisites: Take BIO 112
Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

BMS 117 Marine Spray Finishing 1 2 0 2
Prerequisites:
Corequisites: None

This course covers the fundamental techniques used in the preparation and application of marine finishes, using modern coatings and spray equipment common to the marine manufacturing and service industry. Emphasis is placed on safety, product data sheets, mixing ratios, proper spray technique,, troubleshooting finishes and equipment. Upon completion, students should be able to correctly operate tools to efficiently prepare surfaces, apply fairing compounds, primers and finish coats to industry standards.

BPA 120 Petit Fours & Pastries 1 4 0 3
Prerequisites: Take CUL 220 and CUL 160
Corequisites: None

This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings.

BPA 130 European Cakes and Tortes 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble, and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.

Class Lab Clinical Credit

BPA 150 Artisan & Specialty Bread 1 6 0 4
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

BPA 165 Hot and Cold Desserts 1 4 0 3
Preresuisites: None
Corequisites: Take CUL-110

This course covers the principles and techniques of sorbets and ice creams, souffles, cobblers, crisps and strudel dough products. Topics include bombes, parfaits, baked Alaska, sorbets, sherbets and granites, hand stretched strudel products, crepes, and hot and cold souffles. Upon completion, students should be able to prepare and plate hot and cold desserts with suitable sauces and garnishes.

BPA 210 Cake Design & Decorating 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling, and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

BPA 220 Confection Artistry 1 6 0 4
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

BPA 230 Chocolate Artistry 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate and produce a variety of chocolate candies and decorative elements for garnishing desserts.

Class Lab Clinical Credit

BPA 230A Chocolate Artistry Lab 0 2 0 1
Prerequisites: Take CUL 110 and CUL 160
Corequisites: Take BPA 230

This course provides a laboratory experience for enhancing student skills in the art and craft of chocolate. Emphasis is placed on chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of decorative chocolate centerpieces, garnishes and candies.

BPA 240 Plated Desserts 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.

BPA 250 Dessert/Bread Production 1 8 0 5
Prerequisites: Take BPA 150
Corequisites: None

This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.

BPA 260 Pastry & Baking Marketing 2 2 0 3
Prerequisites: Take BPA 150 and BPA 210
Corequisites: Take BPA 250

This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.

Class Lab Clinical Credit

BPR 111 Print Reading 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part or system.

BPR 121 Blueprint Reading: Mech 1 2 0 2
Prerequisites: Take one: BPR 111 or MAC 131
Corequisites: None

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130 Print Reading-Construction 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret a set of construction prints and documents.

BTB 101 Boat Building I 5 15 0 10
Prerequisites: None
Corequisites: Take DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. This is a diploma-level course.

BTB 101-A Boat Building I 3 6 0 5
Prerequisites: None
Corequisites: Take DFT 100

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry.

BTB 101-B Boat Building I 2 9 0 5
Prerequisites: Take BTB 101-A, DFT 100
Corequisites: None

Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods.

Class Lab Clinical Credit

BTB 102 Boat Building II 4 15 0 9
Prerequisites: Take BTB 101
Corequisites: None

This course introduces more advanced hull development. Topics include advanced lofting, building jigs and birdcage building forms, wood and composite lamination techniques, marine finishing materials and methods, and quality control procedures. Upon completion, students should be able to build, fit out, and finish a small boat using modern fabrics, core materials, and methods of construction.

BTB 103 Yacht Joiner Practices I 2 4 0 4
Prerequisites: Take BTB 101
Corequisites: Take BTB 102

This course introduces the fundamental skills and attention to detail necessary to fine yacht joinery. Emphasis is placed on fitting, mortise/tenon, and dowel joints; fitting dadoes in grooves; and building a project to close tolerances from a blueprint. Upon completion, students should be able to build a cabinet carcass with face frame, round corner posts, laminate surfaces, and a dove-tailed drawer.

BTB 104 Yacht Joiner Practices II 1 4 0 3
Prerequisites: Take BTB 103
Corequisites: Take BTB 102, BTB 105

This course is an extension of BTB 103 and emphasizes finishing cabinets and rough-in of yacht interiors. Topics include manufacturing and fitting moldings, door construction methods, bright work finishing, and bulkhead and cabin sole fitting and installation. Upon completion, students should be able to build raised panel doors and moldings, apply modern finishes, and rough in bulkheads, soles, and yacht furniture.

BTB 105 Yacht Repair/Renovation 3 4 0 5
Prerequisites: Take BTB 102
Corequisites: None

This course introduces repair/renovation principles and methods for wood and fiberglass boats. Emphasis is placed on surveying boats for needed repairs, planning repairs, and estimating costs in tools, materials, and techniques used in repair and renovation. Upon completion, students should be able to plan and execute repairs in wood and fiberglass boats (structural and cosmetic) and execute marine refinishing techniques.

BTB 106 Engine Install/Systems 2 9 0 5
Prerequisites: None
Corequisites: None

This course familiarizes students with marine engines and related systems, installation, troubleshooting and minor repairs. Topics covered are drivetrains and cooling, fuel, exhaust, and electrical systems for a typical inboard engine. Upon completion, students should be able to install, troubleshoot, and perform minor repairs on marine engines and related systems.

Class Lab Clinical Credit

BTB 107 Boat Electrical Systems 2 9 0 5
Prerequisites: None
Corequisites: None

This course teaches students the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats. Topics covered are electrical system and wiring sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting. Upon completion, students should be able to install a complete electrical system on a mock-up yacht.

BTB 108 Boat Plumbing Systems 2 6 0 4
Prerequisites: None
Corequisites: None

This course is an introduction to the plumbing systems used on modern yachts. Topics will include pressurized hot water systems, water closets, sanitation systems, thru hulls, and sea cocks. Upon completion, students should be able to install heads, showers, and drains found on yachts.

BTB 109 Yacht Rigging 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an introduction of Marlinspike Seamanship, rigging and tuning masts, and commissioning yachts. Topics covered are knot tying, whipping lines, standing and running rigging on spars, maintaining winches, anchoring systems and care and rigging of sails. Upon completion, students should be able to efficiently complete yacht rigging competencies to industry standards. This course is approved only at the certificate and diploma level.

BTB 110 Fiberglass Boat Bldg I 2 9 0 5
Prerequisites: None
Corequisites: None

This course introduces fiberglass boat building using polyester and vinylester resins in conjunction with single skin and composite covered construction. Topics covered are the types and uses of resins, fabrics, and cores, and chopper and gel coat guns. Upon completion, students should be able to build a composite core boat and a single skin boat.

BTB 111 Fiberglass Boat Bldg II 2 9 0 5
Prerequisites: Take BTB 110
Corequisites: None

This course covers the skills necessary to build fiberglass molds for hulls and decks. Topics include the proper use of tooling gel coats, proper lay-ups, heat problems during lay-ups, reinforcing techniques and resin infusion. Upon completion, students should be able to build a female mold, a "quickie" female deck mold and various "quickie" male molds for custom parts.

Class Lab Clinical Credit

BTB 112 Fiberglass Boat Repairs 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers many aspects of fiberglass hull and deck repair. Topics include performing repairs on single skin hulls, composite hulls, decks and gel coats. Upon completion, students should be able to demonstrate skills necessary to repair damaged laminates to boat industry standards.

BTB 115 Hull and Joinerwork Prep 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers the proper techniques for prepping all boat surfaces for stain, paint or varnish. Emphasis is placed on the safe use of faring and glazing compounds and various primers. Upon completion, students should be able to demonstrate the techniques required to prepare a boat hull for various finishes and topcoats.

BUS 110* Introduction to Business 3 0 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095,
RED 090, DRE 097 OR ENG 111
Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects.

BUS 115* Business Law I 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations.

BUS 121 Business Math 2 2 0 3
Prerequisites Take one set:
Set: MAT 060
Set: DMA 010, DMA 020, and DMA 030
Corequisites: None

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

Class Lab Clinical Credit

BUS 125 Personal Finance 3 0 0 3
Prerequisites: Take one set:
Set: MAT 060
Set: DMA 010, DMA 020, and DMA 030
Corequisites: None

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision 3 0 0 3
Prerequisites: Take BUS 110
Corequisites: None

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137* Principles of Management 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 225 Business Finance 2 2 0 3
Prerequisites: Take ACC 120
Take one set:
Set: BUS 121, MAT 060
Set: BUS 121, DMA 010, DMA 020, DMA 030
Corequisites: None

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 230 Small Business Management 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

Class Lab Clinical Credit

BUS 240 Business Ethics 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 285 Business Management Issues 2 2 0 3
Prerequisites: Take ACC 120, BUS115, BUS 137, ECO 151, MKT 120
Corequisites: None

This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.

CAR 111 Carpentry I 3 15 0 8
Prerequisites: None
Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II 3 15 0 8
Prerequisites: Take CAR 111
Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

Class Lab Clinical Credit

CAR 113 Carpentry III 3 9 0 6
Prerequisites: Take CAR 111
Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 114 Residential Bldg Codes 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

CCT 250 Network Vulnerabilities I 2 2 0 3
Prerequisites: Take one: CTI 120 or NET 110
Corequisites: None

This course introduces students to penetration testing, network vulnerabilities, and hacking. Topics include an overview of traditional network security, system hardening, and known weaknesses. Upon completion, students should be able to evaluate weaknesses of traditional and wireless network for the purpose of incident response, reconstruction, and forensic investigation.

CCT 251 Network Vulnerabilities II 2 2 0 3
Prerequisites: Take CCT 250
Corequisites: None

This course advances students146 knowledge of penetration testing, network vulnerabilities, and hacking. Topics include analyzing advanced techniques for circumventing network security hardware and software. Upon completion, students should be able to assemble test kits for multiple operating systems, scan and footprint networks, and perform advanced forensic investigation.

CCT 260 Mobile Phone Examination 1 4 0 3
Prerequisites: Take CET 150
Corequisites: None

This course introduces the unique skills and methodologies necessary to assist in the investigation and prosecution of cyber crimes involving mobile phones. Topics include the basics of the cellular networks as well as data extraction from GSM, iDEN and CDMA handsets. Upon completion, students should be able to use the course processes and methodologies to obtain forensic evidence from GSM, iDEN and CDMA handsets.

Class Lab Clinical Credit

CET 111 Computer Upgrade/Repair I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 125 Voice and Data Cabling 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling.

CET 130 Operating System Prin 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.

CET 150 Computer Forensics I 2 3 0 3
Prerequisites: Take one: CET 130 or CTS 120
Corequisites: None

This course is an introduction to computer forensic concepts, with emphasis on computer forensic methods and best practices. Topics include computer system analysis, physical and logical storage methods for different types of media, tools to recover and analyze data from storage media, system security. Upon completion, students should be able to use diagnostic and investigative techniques to identify and retrieve data from various types of computer media.

CET 172 Internet Technologies 2 3 0 3
Prerequisites: None
Corequisites: None

The goal of this course is to provide an introduction to Internet technologies and prepare students to pass vendor independent

Class Lab Clinical Credit

internet technology certification exams. Topics cover using different Internet protocols, programming on the Internet, the OSI model, the Internet infrastructure, security, and e-commerce. Upon completion, students should be prepared to take vendor independent Internet technology certification exams.

CET 211 Computer Upgrade/Repair II 2 3 0 3
Prerequisites: None
Corequisites: Take CIS 110

This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CET 240 Network Security 2 2 0 3
Prerequisites: Take CET 172
Corequisites: None

This course is to provide a comprehensive study of network and computer security. Topics include security principles, establishing baselines, policies, network hardening, legal issues, disaster recovery, attack and defense techniques and technologies. Upon completion, students should be able to identify, establish, and maintain an appropriate security model on a computer network.

CET 245 Internet Servers 2 3 0 3
Prerequisites: Take CET 130 and CET 172
Corequisites: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers.

CET 250 Computer Forensics II 2 3 0 3
Prerequisites: Take CET 150
Corequisites: None

This course is a study in computer forensic practices with emphasis placed on methods used for prevention, detection, and apprehension of perpetrators of cyber-criminal activity. Topics include the roles of Chief Security Officers in the securing of system breaches, vulnerabilities, network and server security issues, OS and application security risks. Upon completion students should be able to identify and collect evidence to prove unauthorized and inappropriate access on computer systems and networks.

Class Lab Clinical Credit

CHM 121 Foundations of Chemistry 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses.

CHM 130* Gen, Org, & Biochemistry 3 0 0 3
Prerequisites: Take one set:
Set: RED 090, MAT 060
Set: ENG 095, MAT 060
Set: ENG 111, MAT 060
Set: DRE 098, MAT 060
Set: RED 090, DMA 010, DMA 020, DMA 030
Set: ENG 095, DMA 010, DMA 020, DMA 030
Set: ENG 111, DMA 010, DMA 020, DMA 030
Set: DRE 098, DMA 010, DMA 020, DMA 030
Corequisites: None

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts.

CHM 131* Introduction to Chemistry 3 0 0 3
Prerequisites: Proficiency in Reading
Take one set
Set: RED 090, MAT 060, MAT 070
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: DRE 098, MAT 060, MAT 070
Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields.

Class Lab Clinical Credit

CHM 131A* Intro to Chemistry Lab 0 3 0 1
Prerequisites: Take one set:
  Set: RED 090, MAT 060, MAT 070
  Set: ENG 095, MAT 060, MAT 070
  Set: ENG 111, MAT 060, MAT 070
  Set: DRE 098, MAT 060, MAT 070
  Set: RED 090, DMA 010, DMA 02,0 DMA 030, DMA 040, DMA 050
  Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
  Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
  Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131.

CHM 151* General Chemistry I 3 3 0 4
Prerequisites: Take one set:
  Set: RED 090, MAT 060, MAT 070, MAT 080
  Set: ENG 095, MAT 060, MAT 070, MAT 080
  Set: ENG 111, MAT 060, MAT 070, MAT 080
  Set: DRE 098, MAT 060, MAT 070, MAT 080
  Set: RED 090, DMA 010, DMA 020, DMA 030 DMA 040, DMA 050, DMA 060, DMA 070, DMA 080
  Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080
  Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080
  Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080
Corequisites: None

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14] The on-line lab will require a Custom lab Kit which can be purchased through the CFCC Bookstore.

CHM 152* General Chemistry II 3 3 0 4
Prerequisites: Take CHM 151
Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Class Lab Clinical Credit

CHM 251* Organic Chemistry I 3 3 0 4
Prerequisites: Take CHM 152
Corequisites: None

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252.

CHM 252* Organic Chemistry II 3 3 0 4
Prerequisites: Take CHM 251
Corequisites: None

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines, and hetercyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.

CIS 110* Introduction to Computers 2 2 0 3
Prerequisites: Take one set:
  Set: RED 090, MAT 060, MAT 070
  Set: ENG 095, MAT 060, MAT 070
  Set: ENG 111, MAT 060, MAT 070
  Set: DRE 098, MAT 060, MAT 070
  Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040
  Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040
  Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040
  Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040
Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Class Lab Clinical Credit

CIS 111 Basic PC Literacy 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 115* Intro to Prog & Logic 2 3 0 3
Prerequisites: Take one set:
  Set: DMA 010, DMA 020, DMA 030 and DMA 040 OR
  Set: MAT 121 OR
  Set: MAT 171
Corequisites: Take CIS 110

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.

CJC 100 Basic Law Enforcement Training 9 30 0 19
Prerequisites: None
Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in topics and areas required for the state comprehensive certification examination. This is a certificate-level course.

CJC 111* Intro to Criminal Justice 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options.

Class Lab Clinical Credit

CJC 112 Criminology 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

CJC 114 Investigative Photography 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the operation of various photographic equipment and its application to criminal justice. Topics include using various cameras, proper exposure of film, developing film/prints, and preparing photographic evidence. Upon completion, students should be able to demonstrate and explain the role of photography and proper film exposure and development techniques.

CJC 120 Interviews/Interrogations 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121* Law Enforcement Operations 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion,

Class Lab Clinical Credit

students should be able to explain theories, practices, and issues related to law enforcement operations.

CJC 131 Criminal Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Procedure & Evidence 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141* Corrections 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system.

CJC 160 Terrorism: Underlying Issues 3 0 0 3
Prerequisites: None
Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

Class Lab Clinical Credit

CJC 212 Ethics & Comm Relations 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 215 Organization & Admin 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

CJC 221 Investigative Principles 3 2 0 4
Prerequisites: None
Corequisites: None

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing,

Class Lab Clinical Credit

investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 Constitutional Law 3 0 0 3
Prerequisites: None
Corequisites: None

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CMT 112 Construction Mgt I 4 4 0 6
Prerequisites: None
Corequisites: None

This course introduces students to the field of construction management technology Topics include job planning, work methods, materials, equipment, and other related topics. Upon completion, students should be able to demonstrate basic knowledge of methods, materials, equipment, and the logical sequence of a construction project.

CMT 120 Codes and Inspections 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (handicapped) building codes. Upon completion, students should be able to understand the building code inspections process and apply building code principals and requirements to construction projects.

CMT 210 Construction Management Fund 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contract, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, the student should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

Class Lab Clinical Credit

CMT 212 Total Safety Performance 3 0 0 3
Prerequisites: None
Corequisites: Take CMT 210

This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, students should be able to supervise safety at a construction job site and qualify for the OSHA Training Certification.

CMT 214 Planning and Scheduling 3 0 0 3
Prerequisites: Take CMT 210 and BPR 130
Corequisites: None

This course covers the need for the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling format, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

CMT 218 Human Relations Issues 3 0 0 3
Prerequisites: Take CMT 210
Corequisites: None

This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project.

COM 110* Intro to Communication 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts.

Class Lab Clinical Credit

COM 120* Introduction to Interpersonal Communication 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.

COM 140* Introduction to Intercultural Communication 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture.

COM 150* Introduction to Mass Communication 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: Take one: ENG 112 or ENG 113 or ENG 114

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Emphasis is on the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completions, students should have an awareness of the persuasive nature of the mass media and how the media operate in an advanced post-industrial society.

COM 160* Small Group Communication 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the theory, practice, and critical analysis of communication in the small group setting. Emphasis is placed on group development, conflict, and conformity; leadership skills and styles; group roles and ranks; and decision making, problem solving, and conflict resolution. Upon completion, students should be able to apply topics of gender, culture, and social-emotional functions within group settings.

Class Lab Clinical Credit

COM 231* Public Speaking 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research; preparation; delivery; and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

COS 111 Cosmetology Concepts I 4 0 0 4
Prerequisites: Take one: ENG 085 RED 080 ENG 095 RED 090 DRE 097 OR ENG 111
Corequisites: Take COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0 24 0 8
Prerequisites: None
Corequisites: Take COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 4 0 0 4
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 114

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0 24 0 8
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application,

Class Lab Clinical Credit

scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III 4 0 0 4
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III 0 12 0 4
Prerequisites: Take COS 111 and COS 112
Corequisites: Take COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2 0 0 2
Prerequisites: Take COS 115 OR COS 113
Corequisites: Take COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0 21 0 7
Prerequisites: Take COS 114 OR COS 116
Corequisites: Take COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

Class Lab Clinical Credit

COS 119 Esthetics Concepts I 2 0 0 2
Prerequisites: Take one: ENG 085 RED 080 ENG 095
RED 090 DRE 097 OR ENG 111
Corequisites: Take COS 120

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I 0 18 0 6
Prerequisites: None
Corequisites: Take COS 119

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 125 Esthetics Concepts II 2 0 0 2
Prerequisites: Take COS 119 and COS 120
Corequisites: Take COS 126

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II 0 18 0 6
Prerequisites: Take COS 119 and COS 120
Corequisites: Take COS 125

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination for Estheticians.

COS 223 Contemp Hair Coloring 1 3 0 2
Prerequisites: Take COS 111 and COS 112
Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

Class Lab Clinical Credit

COS 224 Trichology & Chemistry 1 3 0 2
Prerequisites: None
Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.

COS 240 Contemporary Design 1 3 0 2
Prerequisites: Take COS 111 and COS 112
Corequisites: None

This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.

COS 253 Esthetics Ins. Concepts I 6 15 0 11
Prerequisites: Valid NC Cosmetology or Esthetician License
Corequisites: None

This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetic Ins. Concepts II 6 15 0 11
Prerequisites: Take COS 253
Corequisites: None

This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

COS 260 Design Applications 1 3 0 2
Prerequisites: None
Corequisites: None

This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

Class Lab Clinical Credit

COS 271 Instructor Concepts I 5 0 0 5
Prerequisites: Valid NC Cosmetology License
Corequisites: Take COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0 21 0 7
Prerequisites: None
Corequisites: Take COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

COS 273 Instructor Concepts II 5 0 0 5
Prerequisites: Take COS 271 and COS 272
Corequisites: Take COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0 21 0 7
Prerequisites: Take COS 271 and COS 272
Corequisites: Take COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

CSC 133 C Programming 2 3 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: Take CIS 110

This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related

Class Lab Clinical Credit

topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

CSC 151* JAVA Programming 2 3 0 3
Prerequisites: None
Corequisites: Take CIS 110

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

CSC 153 C# Programming 2 3 0 3
Prerequisites: Take CIS 115 or CSC 151
Corequisites: None

This course introduces computer programming using the C# programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment at the beginning level.

CSC 251 Adv JAVA Programming 2 3 0 3
Prerequisites: Take CSC 151
Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.

CSC 284 Emerging Comp Prog Tech 2 3 0 3
Prerequisites: Take CET 172
Corequisites: None

This course provides students with the latest technologies and strategies in the field of Computer Programming. Emphasis is placed on the evaluation of developing Computer Programming Technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging Computer Programming Technologies and establish informed opinions.

Class Lab Clinical Credit

CST 111 Construction I 3 3 0 4
Prerequisites: None
Corequisites: None

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST 150 Building Science 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.

CST 241 Planning/Estimating I 2 2 0 3
Prerequisites: Take BPR 130 or MAT 121 or MAT 171
Corequisites: None

This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

CTC 111 Basic Chemistry I 4 6 0 7
Prerequisites: None
Corequisites: None

This course introduces the basic principles of chemistry with emphasis on applications to chemical technology. Topics include measurement, elements, compounds, moles, solutions, reactions, gases, molecular structure, electron configurations, nomenclature, periodic trends, stoichiometry, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

CTC 112 Basic Chemistry II 4 6 0 7
Prerequisites: Take CTC 111
Corequisites: None

This course introduces solubility, electrochemistry, chemical kinetics, chemical equilibrium, acid/base chemistry, and nuclear chemistry. Topics include solubility products, element families, and basic laboratory tools, techniques, and safety. Upon completion, students should be able to demonstrate an understanding of basic chemical calculations and routine laboratory procedures.

Class Lab Clinical Credit

CTC 120 Organic Chemistry I 2 0 0 2
Prerequisites: Take CTC 111
Corequisites: None

This course covers the nomenclature and properties of organic functional groups with a focus on applications to chemical technology. Emphasis is placed on properties of aliphatic and aromatic hydrocarbons, including alkanes, cycloalkanes, alkenes, alkynes, alcohols and ethers. Upon completion, students should be able to name, identify, and predict reactions for organic molecules.

CTC 140 Organic Processes 2 10 0 7
Prerequisites: Take CTC 120
Corequisites: None

This course introduces a chemical technology "real world" laboratory experience. Topics include stereochemistry, delocalization, substitution, elimination reactions and basic laboratory methods such as distillation, extraction, and the use of IR and UV-VIS. Upon completion, students should be able to demonstrate competence in the laboratory techniques presented as well as predict organic reactions.

CTC 220 Organic Chemistry II 3 6 0 6
Prerequisites: Take CTC 140
Corequisites: None

This course covers intermediate nomenclature and properties of organic functional groups with emphasis on applications to chemical technology. Topics include the preparation, reactions, and analysis of alcohols, amines, ethers, epoxides, and carbonyl compounds. Upon completion, students should be able to predict products from intermediate reactions and determine structures of organic compounds by utilizing IR, UV, and RI.

CTC 230 Biochemistry 2 6 0 5
Prerequisites: Take CTC 140
Corequisites: None

This course introduces chemistry at the biological level. Topics include nitrogen compounds, polymers, stereochemistry, carbohydrates, lipids, amino acids, proteins, nucleic acids, protein and nucleic purification, electrophoresis, PCR, and enzymes. Upon completion, students should be able to recognize biologically active compounds, describe their structure and activity, and predict organic products of biological reactions.

CTC 240 Instrumentation I: Spectroscopy 2 6 0 5
Prerequisites: Take CTC 140
Corequisites: None

This course covers appropriate use of equipment and instruments in pharmaceutical and industrial settings as well as qualitative chemical analysis of selected inorganic ions. Emphasis is placed on sample preparation, statistical parameters, titrations, potentiometric methods and various forms of spectroscopy, including UV, AA, AE, IR, NMR, and mass spectroscopy. Upon completion, students should be able to carry out all analytical schemes presented.

Class Lab Clinical Credit

CTC 250 Instrumentation II: Chromatography 2 6 0 5
Prerequisites: Take CTC 140
Corequisites: None

This course covers the use of various instruments and analytical methods in pharmaceutical, academic, or industrial settings. Emphasis is placed on various forms of chromatography, including GC, HPLC, IC, TLC, and size exclusion, as well as chemiluminescence and radioactive labels. Upon completion, students should be able to carry out all analytical schemes presented and be able to utilize all applicable instruments.

CTI 110 Web, Pgm, & Db Foundation 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 135 Introduction to Green IT 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides the skills to implement environmentally sound techniques such as disposal, conservation of power, and reduction of an organization's carbon footprint. Topics include identifying Green organizations and standards, implementing virtualization on IT systems, and calculating the ROI involved in implementing green initiatives. Upon completion, students should be able to develop an environmental policy for a computer network infrastructure.

Class Lab Clinical Credit

CTI 141 Cloud & Storage Concepts 1 4 0 3
Prerequisites: Take CTS 220
Corequisites: None

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

CTI 240 Virtualization Admin I 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration.

CTI 241 Virtualization Admin II 1 4 0 3
Prerequisites: Take CTI 240
Corequisites: None

This course covers administration of datacenter virtualization infrastructure. Topics include access control, fault tolerance, scalability, resource management, virtual machine migration and troubleshooting. Upon completion, students should be able to perform tasks related to virtualization security, data protection and resource monitoring.

CTS 115* Info Sys Business Concepts 3 0 0 3
Prerequisites: None
Corequisites: None

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the ëhybrid business manager' and the potential offered by new technology and systems.

CTS 120 Hardware/Software Support 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

Class Lab Clinical Credit

CTS 130 Spreadsheet 2 2 0 3
Prerequisites: Take CIS 110 or CIS 111 or OST 137
Corequisites: None

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CTS 220 Adv Hard/Software Support 2 3 0 3
Prerequisites: Take CTS 120
Corequisites: None

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 240 Project Management 2 2 0 3
Prerequisites: Take CIS 110 or CIS 111
Corequisites: None

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.

CTS 285 Systems Analysis & Design 3 0 0 3
Prerequisites: Take CIS 115
Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

CTS 289 System Support Project 1 4 0 3
Prerequisites: Take CTS 285
Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Class Lab Clinical Credit

CUL 110 Sanitation & Safety 2 0 0 2
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: Take CUL 110A

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 110A Sanitation & Safety Lab 0 2 0 1
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: Take CUL 110

This course provides a laboratory experience for enhancing student skills in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 120 Purchasing 2 0 0 2
Prerequisites: None
Corequisites: Take CUL 120A

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 120A Purchasing Lab 0 2 0 1
Prerequisites: None
Corequisites: Take CUL 120

This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

CUL 125 Hospitality Info Systems 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces hospitality and food service information systems. Topics include planning, cost controls, forecasting, inventory control, recipe control, production control, and nutritional analysis. Upon completion, students should be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

Class Lab Clinical Credit

CUL 130 Menu Design 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

CUL 135 Food & Beverage Service 2 0 0 2
Prerequisites: None
Corequisites: Take CUL 135A

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 135A Food & Bev Serv Lab 0 2 0 1
Prerequisites: None
Corequisites: Take CUL 135

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

CUL 140 Culinary Skills I 2 6 0 5
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: Take CUL 110 and CUL 110A

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry.

Class Lab Clinical Credit

CUL 142 Fundamentals of Food 2 6 0 5
Prerequisites: None
Corequisites: Take CUL 110

This course introduces the student to the basic principles of cooking, baking and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification/selection, storage; breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations.

CUL 150 Food Science 1 2 0 2
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: Take CUL 110 and CUL 110A

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

CUL 160 Baking I 1 4 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: Take CUL 110 and CUL 110A

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170 Garde-Manger I 1 4 0 3
Prerequisites: Take CUL 140
Corequisites: Take CUL 110 and CUL 110A

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

Class Lab Clinical Credit

CUL 210 Food Service for Spec Pop 1 8 0 5
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: Take CUL 110 and CUL 110A

This course covers nutrition and menu planning principles, food preparation, and food management skills needed to provide meals to special populations. Topics include food preparation for child care, geriatric, and school settings. Upon completion, students should be able to plan, organize, and prepare appealing and nutritious meals for special populations within appropriate guidelines.

CUL 214 Wine Appreciation 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings.

CUL 220 Food Service for Spec Ops 1 8 0 5
Prerequisites: Take CUL 110 and CUL 110A
Corequisites: None

This course covers menu planning principles, food preparation, food procurement, and food management skills needed to provide appealing and profitable food service in special operations. Topics include fast-food cookery, convenience-store food service, supermarkets, delicatessens, and take-out venue. Upon completion, students should be able to plan, organize, and prepare food service items for special operations.

CUL 230 Global Cuisines 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 240 Culinary Skills II 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 245 Contemporary Cuisines 1 8 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course introduces students to current culinary trends which include a variety of preparation methods. Topics include current and developing trends such as adaptation of native/regional ingredients and preparation methods into contemporary cuisines. Upon completion, students should be able to demonstrate knowledge of a variety of contemporary cuisines.

CUL 250 Classical Cuisine 1 8 0 5
Prerequisites: Take CUL 110, CUL 140 and CUL 240
Corequisites: None

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting.

CUL 260 Baking II 1 4 0 3
Prerequisites: Take CUL 110 and CUL 160
Corequisites: None

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

CUL 270 Garde-Manger II 1 4 0 3
Prerequisites: Take CUL 110, CUL 140, and CUL 170
Corequisites: None

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

CUL 275 Catering Cuisine 1 8 0 5
Prerequisites: Take CUL 110, CUL 140 and CUL 240
Corequisites: None

This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events.

CUL 280 Pastry & Confections 1 4 0 3
Prerequisites: Take CUL 110, CUL 140, and CUL 160
Corequisites: None

This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces.

CUL 283 Farm-To-Table 2 6 0 5
Prerequisites: Take CUL 110 and CUL 140
Corequisites: None

This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine.

CUL 285 Competition Fundamentals 1 4 0 3
Prerequisites: Take CUL 110, CUL 110A, CUL 140
or CUL 160
Corequisites: None

This course provides practical experience in the planning, techniques, and procedures required for culinary competitions and exhibitions. Emphasis is placed on competition strategies including menu planning, teamwork, plate design, flavor profiles, recipe development, nutrition, advanced knife/culinary skills, professionalism, and portfolio development. Upon completion, students should be able to apply competition/exhibition skills and standards in the competition arena and professional kitchen.

CVS 160 CVS Clinical Ed I 0 0 15 5
Prerequisites: None
Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Class Lab Clinical Credit

CVS 161 CVS Clinical Ed II 0 0 24 8
Prerequisites: Take CVS 160
Corequisites: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 162 CVS Clinical Ed III 0 0 15 5
Prerequisites: Take CVS 161
Corequisites: None

This course provides continued participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

CVS 163 Echo I 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers cardiac anatomy and introduces cardiac scanning techniques. Topics include normal cardiac anatomy, Doppler physics, and 2-D and M-mode imaging. Upon completion, students should be able to perform 2-D and M-mode studies.

CVS 164 Echo II 3 2 0 4
Prerequisites: Take CVS 163
Corequisites: None

This course is a continuation of CVS 163 with continued study of 2-D and M-mode imaging. Emphasis is placed on continuous wave, pulsed wave, color, and power Doppler imaging of normal and abnormal cardiac conditions. Upon completion, students should be able to perform and recognize normal and abnormal cardiac studies.

CVS 165 Intro to Cardiovas Son 1 3 0 2
Prerequisites: None
Corequisites: None

This course provides an introduction to the field of cardiovascular sonography. Topics include applications, sonographic terminology, basic anatomy of the heart and vascular system, and basic scanning skills. Upon completion, students should be able to recognize anatomy of the heart and vascular system and be able to perform preliminary scanning techniques.

Class Lab Clinical Credit

CVS 277 Cardiovascular Topics 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides an overview of cardiovascular topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to sit for the registry examinations.

DBA 110 Database Concepts 2 3 0 3
Prerequisites: Take CIS 110 or CIS 111
Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

DBA 120 Database Programming I 2 2 0 3
Prerequisites: Take CIS 110
Corequisites: None

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update, and produce reports.

DDF 211 Design Process I 1 6 0 4
Prerequisites: Take DFT 112, DFT 154, DFT 211, MEC 145
Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

DDF 212 Design Process II 1 6 0 4
Prerequisites: Take DDF 211, MEC 111 and ELC 111
Corequisites: None

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project.

DEA 111 Introduction to DEAT 2 2 0 3
Prerequisites: None
Corequisites: None

This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images,

Class Lab Clinical Credit

creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and knowledge of outstanding examples of work in the field.

DEN 100 Basic Orofacial Anatomy 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting program
Corequisites: Take DEN 101

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. This is a diploma-level course.

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisites: Enrollment in the Dental Assisting Program
Corequisites: Take DEN 111

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures.

DEN 102 Dental Materials 3 4 0 5
Prerequisites: Enrollment in the Dental Assisting Program
Corequisites: Take DEN 101

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

DEN 103 Dental Sciences 2 0 0 2
Prerequisites: Take DEN 100
Corequisites: Take DEN 106

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies.

Class Lab Clinical Credit

DEN 104 Dental Health Education 2 2 0 3
Prerequisites: Take DEN 101 and DEN 111
Corequisites: Take DEN 106

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings.

DEN 105 Practice Management 2 0 0 2
Prerequisites: Take DEN 100
Corequisites: Take DEN 106

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

DEN 106 Clinical Practice I 1 0 12 5
Prerequisites: Take DEN 101 and DEN 111
Corequisites: Take DEN 103, DEN 104, and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting.

DEN 107 Clinical Practice II 1 0 12 5
Prerequisites: Take DEN 106
Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II.

DEN 110 Orofacial Anatomy 2 2 0 3
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take DEN 121

This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene. This course is intended for diploma and AAS degree programs.

Class Lab Clinical Credit

DEN 111 Infection/Hazard Control 2 0 0 2
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take DEN 101 or DEN 121

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. This course is intended for diploma and AAS degree programs.

DEN 112 Dental Radiography 2 3 0 3
Prerequisites: Enrollment in the Dental Assisting or Dental Hygiene program
Corequisites: Take (DEN 100 or DEN 110) and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. This course is intended for diploma and AAS degree programs.

DEN 120 Dental Hyg Preclinic Lec 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take DEN 121

This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

DEN 121 Dental Hygiene Precl Lab 0 6 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take DEN 110 and DEN 111 and DEN 120

This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures.

DEN 123 Nutrition/Dental Health 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

Class Lab Clinical Credit

DEN 124 Periodontology 2 0 0 2
Prerequisites: Take DEN 110
Corequisites: None

This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

DEN 125 Dental Office Emergencies 0 2 0 1
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, the student should be able to recognize, assess, and manage various dental office emergencies and activate advanced medical support when indicated.

DEN 130 Dental Hygiene Theory I 2 0 0 2
Prerequisites: Take DEN 120
Corequisites: Take DEN 131

This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

DEN 131 Dental Hygiene Clinic I 0 0 9 3
Prerequisites: Take DEN 121
Corequisites: Take DEN 130

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

Class Lab Clinical Credit

DEN 140 Dental Hygiene Theory II 1 0 0 1
Prerequisites: Take DEN 130
Corequisites: Take DEN 141

This course provides a continuation of the development, theory, and practice of patient care. Topics include modification of treatment for special needs patients, and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications, and radiographic abnormalities.

DEN 141 Dental Hygiene Clinic II 0 0 6 2
Prerequisites: Take DEN 131
Corequisites: Take DEN 140

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 220 Dental Hygiene Theory III 2 0 0 2
Prerequisites: Take DEN 140
Corequisites: Take DEN 221

This course provides a continuation in developing the theories and practices of patient care. Topics include periodontal debridement, pain control, subgingival irrigation, air polishing, and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised patients.

DEN 221 Dental Hygiene Clinic III 0 0 12 4
Prerequisites: Take DEN 141
Corequisites: Take DEN 220

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 General & Oral Pathology 2 0 0 2
Prerequisites: Take (BIO 163 or BIO 165 or BIO 168)
and DEN 110
Corequisites: None

This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

Class Lab Clinical Credit

DEN 223 Dental Pharmacology 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: Take (BIO 163 or BIO 165 or BIO 168)

This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

DEN 224 Materials and Procedures 1 3 0 2
Prerequisites: Take DEN 111
Corequisites: None

This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventive materials, fabrication of casts and appliances, and chair side functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chair side functions.

DEN 230 Dental Hygiene Theory IV 1 0 0 1
Prerequisites: Take DEN 220
Corequisites: Take DEN 231

This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties and completion of a case presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry and principles of case presentations.

DEN 231 Dental Hygiene Clinic IV 0 0 12 4
Prerequisites: Take DEN 221
Corequisites: Take DEN 230

This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 232 Community Dental Health 2 0 3 3
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

Class Lab Clinical Credit

DEN 233 Professional Development 2 0 0 2
Prerequisites: Enrollment in the Dental Hygiene program
Corequisites: None

This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

DES 110 Architectural Graphics 0 6 0 2
Prerequisites: None
Corequisites: Take DES 125, DES 135 and DES 225

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and design standards as related to interior design. Upon completion, students should be able to complete construction documents skillfully utilizing principles of drafting.

DES 111 Creative Problem Solving 2 0 0 2
Prerequisites: Take DES 110, DES 125, and DES 135
Corequisites: None

This course is designed to improve conceptual abilities as applied to problems involved with creating practical designs. Emphasis is placed on the awareness of creative thinking techniques that are involved with producing a workable design in an innovative fashion. Upon completion, students should be able to apply creative thinking techniques to find innovative solutions to design challenges.

DES 115 Color Theory 2 2 0 3
Prerequisites: DES 110, DES 125, DES 135, and DES 225
Corequisites: None

This course introduces the element of color as a major design factor. Emphasis is placed on the physical, psychological, and other implications of color in design. Upon completion, students should be able to demonstrate knowledge of color and its effects on the human environment.

DES 120 CAD for Interior Design 0 6 0 2
Prerequisites: Take DES 110
Corequisites: None

This course introduces basic computer-aided design and drafting skills and techniques within interior design applications. Emphasis is placed on the most common computer commands used in architectural drafting and design to draw, edit, manipulate layers, and create templates. Upon completion, students should be able to use specific computer applications to complete drawings and plot/print.

Class Lab Clinical Credit

DES 121 CAD for Int Des/Advanced 0 6 0 2
Prerequisites: Take DES 120
Corequisites: None

This course provides advanced techniques in drafting on the computer and the applications of computer-aided design for various projects. Emphasis is placed on specific exercises that integrate and reinforce the presentation topics into a scaled drawing. Upon completion, students should be able to draw, transfer, and plot assigned floorplans in an efficient and accurate manner using the computer equipment and software provided.

DES 125 Visual Presentation I 0 6 0 2
Prerequisites: None
Corequisites: Take DES 110, DES 135 and DES 225

This course introduces visual presentation techniques for communicating ideas. Topics include drawing, perspective drawing, rendering and mixed media. Upon completion, students should be able to present a design concept through graphic media.

DES 126 Visual Presentation II 0 6 0 2
Prerequisites: Take DES 125
Corequisites: None

This course provides an in-depth study of visual presentation techniques. Topics include extensive rendering and mixed media experience and advanced measured perspective techniques. Upon completion, students should be able to present a complex design concept through graphic media.

DES 135 Principles and Elements of Design I 2 4 0 4
Prerequisites: None
Corequisites: Take DES 110, DES 125 and DES 225

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through 2D and 3D exploration.

DES 136 Prin & Elem of Design II 2 4 0 4
Prerequisites: Take DES 135
Corequisites: None

This course provides advanced study of design principles and elements. Emphasis is placed on color theory, pattern, and texture as used in design as well as an investigation of the psychology of color. Upon completion, students should be able to originate a color program for 2D and 3D exploration.

Class Lab Clinical Credit

DES 210 Professional Practices/Interior Design 2 0 0 2
Prerequisites:
Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course introduces contemporary business practices for interior design. Topics include employment skills, business formations, professional associations, preparation of professional contracts and correspondence, and means of compensation. Upon completion, students should be able to demonstrate an understanding of basic business practices as they relate to the interior design profession.

DES 220 Interior Design Fundamentals 1 6 0 3
Prerequisites: 1. Take (ARC 111 and DES 135) or DES 110 or DFT 115 and (DES 125 and DES 135 and DES 225)
AND
2. Take one: ENG 095 RED 090 DRE 098 or ENG 111
Corequisites: None

This course provides an introduction to the application of interior design principles. Emphasis is placed on spatial relationships, material selections, craftsmanship, and visual presentation techniques. Upon completion, students should be able to apply interior design principles and illustrate design solutions through visual communication.

DES 225 Textiles for Interiors 2 2 0 3
Prerequisites: None
Corequisites: Take DES 110, DES 125, and DES 135

This course includes the study of textiles and their applications for a variety of interiors. Emphasis is placed on history, manufacturing processes, fiber characteristics, and residential and non-residential applications. Upon completion, students should be able to specify appropriate textiles.

DES 230 Residential Design I 1 6 0 3
Prerequisites: Take DES 125, DES 136, DES 220
Corequisites: None

This course includes principles of interior design for various residential design solutions. Emphasis is placed on visual presentation and selection of appropriate styles to meet specifications. Upon completion, students should be able to present scaled floor plans, elevations, specifications, color schemes finishes and furniture selection
.

DES 231 Residential Design II 1 6 0 3
Prerequisites: Take DES 230
Corequisites: None

This course provides advanced projects with a client profile that utilizes the skills developed in DES 230. Emphasis is placed on a total concept and the presentation of appropriate and creative design solutions. Upon completion, students should be able to complete a detailed floor plan, space planning, furniture plan, specifications, program schedules, finishes, and detailed window treatments.

Class Lab Clinical Credit

DES 235 Products 2 2 0 3
Prerequisites: Take DES 110, DES 135
Corequisites: None

This course provides an overview of interior finishing materials and the selection of quality upholstery and case goods. Topics include hard and resilient floor coverings; wall coverings and finishes; ceilings, moldings, and furniture construction techniques; and other interior components. Upon completion, students should be able to recognize and use correct terminology, select appropriate materials for interior surfaces, and choose furniture based on sound construction.

DES 240 Commercial/Contract I Design I 1 6 0 3
Prerequisites: Take DES 220
Corequisites: None

This course is designed to focus on commercial/contract design including retail, office, institutional, healthcare and hospitality design. Emphasis is placed on ADA requirements, building codes and standards, space planning, and selection of appropriate materials for non-residential interiors. Upon completion, students should be able to analyze design and present non-residential projects.

DES 241 Commercial/Contract Design II 1 6 0 3
Prerequisites: Take DES 240
Corequisites: None

This course provides an in-depth study of non-residential design exploring more comprehensive design solutions such as health care facilities, furniture gallery design, and large office complexes. Emphasis is placed on design of commercial interiors and suitability of materials to meet ADA requirements, codes, and standards. Upon completion, students should be able to design non-residential spaces meeting ADA requirements and select furniture, materials, fabrics, and accessories meeting codes and flammability standards.

DES 242 Kitchen/Bath Design 2 2 0 3
Prerequisites: Take One: ARC 111, DES 110, or DFT 115
Corequisites: None

This course covers the fundamentals of kitchen and bath design. Emphasis is placed on the principles and elements of kitchen and bath design, analysis of client needs, specifying products, and drafting design solutions. Upon completion, students should be able to produce basic kitchen and bath design utilizing standards established by the National Kitchen and Bath Association (NKBA).

Class Lab Clinical Credit

DES 255 History/Int & Furn I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces architecture, interiors, and furnishings in a variety of historic styles from Prehistroic to Neoclassical. Emphasis is placed on vocabulary, chronology, and style recognition. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and architecture.

DES 256 History/Int and Furn II 3 0 0 3
Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course continues the study of architecture, interiors, and furnishings from a variety of historic styles from Colonial to Contemporary. Emphasis is placed on style recognition, vocabulary, and chronology. Upon completion, students should be able to recognize, classify and describe major styles of furniture, interiors, and exteriors.

DES 260 Materials Calc/Int Design 3 0 0 3
Prerequisites: Take DES 225 and DES 235
Corequisites: None

This course includes the study of calculations for square footage, square yardage, and cut-length yardage. Emphasis is placed on the development of workable formulas, worksheets, and order forms that can be used in an interior design business. Upon completion, students should be able to produce electronic worksheets and order forms for calculating window treatments, wall coverings, and floor coverings for a given space.

DES 265 Lighting/Interior Design 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces theory and contemporary concepts in lighting. Topics include light levels, light quality, lamps and fixtures, and their use and application in interior design. Upon completion, students should be able to visually communicate light concepts and requirements based on national standards and select solutions for specific lighting scenarios.

DES 285 Capstone/Interior Design 2 6 0 4
Prerequisites: Take DES 210, DES 230, and DES 240
Corequisites: None

This course provides additional studio time to investigate areas of special interest, upgrade weaknesses, and/or capitalize on strengths. Topics include a broad range of options, both residential and non-residential, combining individual research and instructional guidance. Upon completion, students should be able to complete the graphics, client folder, and all schedules for a professional project.

Class Lab Clinical Credit

DFT 100 Marine Drafting 1 2 0 2
Prerequisites: None
Corequisites: Take BTB 101

This course introduces blueprint reading, sketching, marine drafting equipment, and the lines plan. Topics include utilization of mechanical drafting tools, blueprint lines, pictorial sketching, blueprint reading, and manually drawing plans for boats from tables of offsets. Upon completion, students should be able to create pictorial sketches, make materials lists from blueprints, expand transoms, and demonstrate an understanding of lines plans.

DFT 111 Technical Drafting I 1 3 0 2
Prerequisites: Take one set: Set: MAT 060 OR
Set: DMA 010, DMA 020 and DMA 030
Corequisites: Take DFT 111A, DFT 151

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

DFT 111A Technical Drafting I Lab 0 3 0 1
Prerequisites: None
Corequisites: Take DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111.

DFT 112 Technical Drafting II 1 3 0 2
Prerequisites: Take DFT 111, DFT 151
Corequisites: Take DFT 112A

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

DFT 112A Technical Drafting II Lab 0 3 0 1
Prerequisites: Take DFT 111, DFT 151
Corequisites: Take DFT 112

This course provides a laboratory setting to enhance advance drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112.

Class Lab Clinical Credit

DFT 119 Basic CAD 1 2 0 2
Prerequisites: Take MAC 111 and MAC 132
Corequisites: None

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 151 CAD I 2 3 0 3
Prerequisites: Take one set: Set: MAT 060 OR
Set: DMA 010, DMA 020, DMA 030
Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 154 Intro Solid Modeling 2 3 0 3
Prerequisites: Take DFT 151
Corequisites: None

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DFT 211 Gears, Cams, & Pulleys 1 3 0 2
Prerequisites: Take one Set:
Set: DFT 111 and MAT 121
Set: DFT 111 and MAT-171
Corequisites: None

This course introduces the principles of motion transfer. Topics include gears, cams, pulleys, and drive components. Upon completion, students should be able to solve problems and produce drawings dealing with ratios.

DFT 221 Electrical Drafting 2 6 0 4
Prerequisites: Take DFT 111 and DFT 151
Corequisites: None

This course covers the practices used for making electrical drawings. Emphasis is placed on symbol identification and various types of electrical diagrams. Upon completion, students should be able to properly utilize electrical symbols in the construction of various electrical diagrams.

Class Lab Clinical Credit

DFT 231 Jig and Fixture Design 1 2 0 2
Prerequisites: Take DFT 254
Corequisites: None

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture.

DFT 254 Interm Solid Model/Render 2 3 0 3
Prerequisites: Take DFT 154
Corequisites: None

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly.

DMA 010 Operations With Integers .75 .50 0 1
Prerequisites: None
Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions and Decimals .75 .50 0 1
Prerequisites: DMA 010
Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Propor/Ratio/Rate/Percent .75 .50 0 1
Prerequisites: Take DMA 010 and DMA 020
Corequisites: None

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

Class Lab Clinical Credit

DMA 040 Express/Lin Equat/Inequal .75 .50 0 1
Prerequisites: Take One Set:
Set: DMA 010, DMA 020 and DMA 030
Set: MAT 060
Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050 Graphs/Equations of Lines .75 .50 0 1
Prerequisites: Take One Set:
Set: DMA 010, DMA 020, DMA 030 and DMA 040
Set: DMA 040 and MAT 060
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomials/Quadratic Appl .75 .50 0 1
Prerequisites: Take One Set:
Set: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050
DMA 040, DMA 050 and MAT 060
MAT 060 and MAT 070
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 065 Algebra for Precalculus 1.5 1 0 2
Prerequisites: Take DMA 010 DMA 020 DMA 030 DMA 040 and DMA 050
Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.

Class Lab Clinical Credit

DMA 070 Rational Express/Equation .75 .50 0 1
Prerequisites: Take One Set:
Set: DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060
Set: DMA 040, DMA 050, DMA 060 and MAT 060
Set: DMA 060, MAT 060 and MAT 070
Set: DMA 010, DMA 020, DMA 030, DMA 060 and MAT 070
Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Rational Express/Equation .75 .50 0 1
Prerequisites: Take One Set: Set: DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and DMA 070
Set: DMA 060, DMA 070, MAT 060 and MAT 070
Set: DMA 040, DMA 050, DMA 060 DMA 070 and MAT 060
Set: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070 and MAT 070
Corequisites: None

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

DMS 001 Developmental Math Shell 1.75 .50 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be one DMA module appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 002 Developmental Math Shell 2 1.5 1 0 2
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content

Class Lab Clinical Credit

will be two DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 003 Developmental Math Shell 3 2.25 1.5 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to customize developmental math content in specific developmental math areas. Content will be three DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DMS 004 Developmental Math Shell 4 3 2 0 4
Prerequisites: None
Corequisites: None

This course provides an opporturnity to customize developmental math content in specific developmental math areas. Content will be four DMA modules appropriate to the required level of the student. Upon completion, students should be able to demonstrate an understanding of their specific developmental math area of content.

DRA 111* Theatre Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists.

DRA 120* Voice for Performance 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech.

DRA 122* Oral Interpretation 3 0 0 3
Prerequisites: Take one: ENG 095 RED 090 DRE 098 OR ENG 111
Corequisites: None

Class Lab Clinical Credit

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature.

DRA 126* Storytelling 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore.

DRA 128* Children's Theatre 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children.

DRA 130* Acting I 0 6 0 3
Prerequisites: None
Corequisites: None

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.

DRA 131* Acting II 0 6 0 3
Prerequisites: Take DRA 130
Corequisites: None

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble.

DRA 135* Acting for the Camera I 1 4 0 3
Prerequisites: None
Corequisites: None

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance.

	Class	Lab	Clinical	Credit
DRA 136* Acting for the Camera II	1	4	0	3

Prerequisites: Take DRA 135
Corequisites: None

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance.

	Class	Lab	Clinical	Credit
DRA 140* Stagecraft I	0	6	0	3

Prerequisites: None
Corequisites: None

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre.

	Class	Lab	Clinical	Credit
DRA 141* Stagecraft II	0	6	0	3

Prerequisites: Take DRA 140
Corequisites: None

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre.

	Class	Lab	Clinical	Credit
DRA 142* Costuming	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers the techniques of costume construction and crafts processes. Emphasis is placed on learning costuming techniques, using equipment and materials, and finishing production-appropriate costumes. Upon completion, students should be able to demonstrate an understanding of pattern drafting, construction techniques, and costume fitting procedures.

	Class	Lab	Clinical	Credit
DRA 145* Stage Make-up	1	2	0	2

Prerequisites: None
Corequisites: None

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces.

	Class	Lab	Clinical	Credit
DRA 147 Sound Technology	3	0	0	3

Prerequisites: Take DRA 140
Corequisites: None

This course provides an introduction to the analysis of sound equipment technology and its operation and uses on stage. Emphasis is placed on assessing sound needs and on installing, running, and maintaining equipment. Upon completion, students should be able to demonstrate skills as a sound environment designer and technician.

	Class	Lab	Clinical	Credit
DRA 170* Play Production I	0	9	0	3

Prerequisites: None
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

	Class	Lab	Clinical	Credit
DRA 171* Play Production II	0	9	0	3

Prerequisites: Take DRA 170
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

	Class	Lab	Clinical	Credit
DRA 175* Teleplay Production I	0	9	0	3

Prerequisites: None
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of a dramatic television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing dramatic television programming. Upon completion, students should be able to participate in an assigned position with a college dramatic television production.

	Class	Lab	Clinical	Credit
DRA 211* Theatre History I	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama.

Class Lab Clinical Credit

DRA 212* Theatre History II 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama.

DRA 230* Acting III 0 6 0 3
Prerequisites: Take DRA 131
Corequisites: None

This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble.

DRA 231* Acting IV 0 6 0 3
Prerequisites: Take DRA 230
Corequisites: None

This course is designed to include further exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble

DRA 240* Lighting for the Theatre 2 2 0 3
Prerequisites: None
Corequisites: None

This course is an applied study of theatre lighting and is designed to train theatre technicians. Emphasis is placed on lighting technology including the mechanics of lighting and light control equipment by practical work with lighting equipment. Upon completion, students should be able to demonstrate competence with lighting equipment.

DRA 260* Directing 0 6 0 3
Prerequisites: Take DRA 130
Corequisites: Take DRA 140

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production.

Class Lab Clinical Credit

DRA 270* Play Production III 0 9 0 3
Prerequisites: Take DRA 171
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

DRA 271* Play Production IV 0 9 0 3
Prerequisites: Take DRA 270
Corequisites: None

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.

DRA 275 Teleplay Production III 0 9 0 3
Prerequisites: Take DRA 176
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of an action television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing action television programming. Upon completion, students should be able to participate in an assigned position with a college action television production.

DRA 276* Teleplay Production IV 0 9 0 3
Prerequisites: Take DRA 176
Corequisites: None

This course provides an applied laboratory study of the processes involved in production of a variety television program. Emphasis is placed on the fundamental practices, principles, and techniques associated with producing variety television programming. Upon completion, students should be able to participate in an assigned position with a college variety television production.

DRE 096 Integrated Reading and Writing 2.5 1 0 3
Prerequisites: None
Corequisites: None

This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile

Class Lab Clinical Credit

(TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. Please note: (TM) stands for registered trademark.

DRE 097 Integrated Reading Writing II 2.5 1 0 3
Prerequisites: Take ENG 075 OR DRE 096
Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. Please note: (TM) represents registered trademark.

DRE 098 Integrated Reading Writing III 2.5 1 0 3
Prerequisites: Take ENG 085 OR DRE 097
Corequisites: None

This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

ECO 151* Survey of Economics 3 0 0 3
Prerequisites: Take one: ENG 095 RED 090 DRE 098 OR ENG 111
Corequisites: None

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors.

Class Lab Clinical Credit

ECO 251* Prin of Microeconomics 3 0 0 3
Prerequisites: Take one: ENG 095 RED 090 DRE 098 OR ENG 111
Corequisites: None

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ECO 252* Prin of Macroeconomics 3 0 0 3
Prerequisites: Take one: ENG 095 RED 090 DRE 098 OR ENG 111
Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

EDU 114 Intro to Family Childcare 3 0 0 3
Prerequisites: Take ENG 085 OR DRE 097
AND Take one set:
Set: DMA 010, DMA 020 and DMA 030
Set: MAT 060
Corequisites: Take DRE 097

This course introduces the student to family child care home environments with emphasis on standards and developmentally effective approaches for supporting diverse children and families. Topics include standards for quality, curriculum for multiple age groups, authentic assessment methods, business practices, building positive family and community partnerships, and professionalism. Upon completion, students should be able to design a family child care handbook that reflects a healthy, respectful, supportive, and stimulating learning environment.

EDU 119 Intro to Early Child Educ 4 0 0 4
Prerequisites: None
Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

EDU 131 Child, Family, & Commun 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 097

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 Child Development I 3 0 0 3
Prerequisites: Take PSY 150, EDU 119
Corequisites: Take DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145 Child Development II 3 0 0 3
Prerequisites: Take PSY 150, EDU 119
Corequisites: Take DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance 3 0 0 3
Prerequisites: Take PSY 150, EDU 119
Corequisites: Take DRE 097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities 3 0 0 3
Prerequisites: None
Corequisites: Take EDU 151A, DRE 097

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 151A Creative Activities Lab 0 2 0 1
Prerequisites: None
Corequisites: Take EDU 151, DRE 097

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety & Nutrit 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 188 Issues in Early Child Ed 2 0 0 2
Prerequisites: Take EDU 119
Corequisites: Take DRE 097

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education.

Class Lab Clinical Credit

EDU 216* Foundations of Education 4 0 0 4
Prerequisites: None
Corequisites: Take DRE 098

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

EDU 221* Children with Exceptional 3 0 0 3
Prerequisites: Take one set:
Set: EDU 144, EDU 145, EDU 119
Set: PSY 244, PSY 245, EDU 119
Corequisites: DRE 098

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

EDU 234 Infants, Toddlers, & Twos 3 0 0 3
Prerequisites: Take EDU 119, EDU 144
Corequisites: Take DRE 098, EDU 234A

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 234A Infants Toddlers & Twos Lab 0 2 0 1
Prerequisites Take EDU 119, EDU 144
Corequisites: Take EDU 234, DRE 098

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

Class Lab Clinical Credit

EDU 235 School-Age Dev & Program 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take DRE 098

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

EDU 251 Exploration Activities 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take EDU 251A, DRE 098

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 251A Exploration Act Lab 0 2 0 1
Prerequisites: Take EDU 119
Corequisites: Take EDU 251, DRE 098

This course provides a laboratory component to complement EDU 251. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate science, math, and social studies activities for children.

EDU 259 Curriculum Planning 3 0 0 3
Prerequisites: Take one set:
Set: EDU 119, EDU 151, EDU151A
OR
Set: EDU 119, EDU 251, EDU 251A
OR
Set: EDU 119, EDU 280, EDU 280A
Corequisites: Take DRE 098

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

Class Lab Clinical Credit

EDU 261 Early Childhood Admin I 3 0 0 3
Prerequisites: None
Corequisites: Take EDU 119, DRE 098

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

EDU 262 Early Childhood Admin II 3 0 0 3
Prerequisites: Take EDU 261
Corequisites: Take EDU 119, DRE 098

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 263 School-Age Program Admin 2 0 0 2
Prerequisites: Take EDU 119
Corequisites: Take DRE 098

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

EDU 271 Educational Technology 2 2 0 3
Prerequisites: Take one set:
  Take CIS 110, EDU 119 OR
  Take CIS 111, EDU 119
Corequisites: Take DRE 098

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

Class Lab Clinical Credit

EDU 280 Language & Literacy Exp 3 0 0 3
Prerequisites: Take EDU 119
Corequisites: Take EDU 280A, DRE 098

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 280A Literacy Exp Lab 0 2 0 1
Prerequisites Take EDU119
Corequisites: Take EDU 280, DRE 098

This course provides a laboratory component to complement EDU 280. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate early literacy experiences.

EDU 284 Early Child Capstone Prac 1 9 0 4
Prerequisites: Take one set:
  Take EDU 119, EDU 144, EDU 145,
  EDU 146, EDU 151 and EDU 259
  Take EDU 119, PSY 244, PSY 245,
  EDU 146, EDU 151 and EDU 259
  c.Take EDU 119, PSY 245, EDU 144,
  EDU 146, EDU 151 and EDU 259
  d.Take EDU 119, PSY 244, EDU 145,
  EDU 146, EDU 151 and EDU 259
Corequisites: DRE 098

This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

EGR 110 Intro to Engineering Tech 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college

Class Lab Clinical Credit

resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals.

EGR 115 Intro to Technology 2 3 0 3
Prerequisites: None
Corequisites: Take one set:
Set: ENG 111 and MAT 121
Set: ENG 111 and MAT 171

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 251 Statics 2 2 0 3
Prerequisites: PHY 131
Corequisites: None

This course covers the concepts and principles of statics. Topics include systems of forces and moments on structures in two- and three-dimensions in equilibrium. Upon completion, students should be able to analyze forces and moments on structures.

EGR 252 Strength of Materials 2 2 0 3
Prerequisites: Take EGR 251, MEC 145
Corequisites: None

This course covers the principles and concepts of stress analysis. Topics include centroids, moments of inertia, shear/moment diagrams, and stress and strain. Upon completion, students should be able to perform a stress and strain analysis on structural components.

ELC 111 Intro to Electricity 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

Class Lab Clinical Credit

ELC 112 DC/AC Electricity 3 6 0 5
Prerequisites: Take one set:
Set: RED 090, MAT 060, MAT 070
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 03,0 DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, MAT 060, MAT 070
Corequisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, troubleshoot, and repair DC/AC circuits.

ELC 113 Residential Wiring 2 6 0 4
Prerequisites: Take one set:
Set: RED 090, MAT 060, MAT 070
Set: ENG 095, MAT 060, MAT 070
Set: ENG 11,1 MAT 060, MAT 070
Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, MAT 060, MAT 070
Corequisites: None

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

Class Lab Clinical Credit

ELC 114 Commercial Wiring 2 6 0 4
Prerequisites: Take one set:
Set: RED 090, MAT 060, MAT 070
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, MAT 060, MAT 070
Corequisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring 2 6 0 4
Prerequisites: Take ELC 113
Corequisites: None

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: Take one set:
Set: RED 090, MAT 060, MAT 070
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: RED 090, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030 DMA 040 DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, MAT 060, MAT 070
Corequisites: None

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

Class Lab Clinical Credit

ELC 118 National Electrical Code 1 2 0 2
Prerequisites: Take: ELC 111 or ELC 112 or ELC 113
Corequisites: None

This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations 1 2 0 2
Prerequisites: Take ELC 118
Corequisites: None

This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 121 Electrical Estimating 1 2 0 2
Prerequisites: Take ELC 113
Corequisites: None

This course covers the principles involved in estimating electrical projects. Topics include take-offs of materials and equipment, labor, overhead, and profit. Upon completion, students should be able to estimate simple electrical projects.

ELC 125 Diagrams and Schematics 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.

ELC 128 Intro to PLC 2 3 0 3
Prerequisites: Take ELC 117 or ELC 131
Corequisites: None

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 Circuit Analysis I 3 3 0 4
Prerequisites:
Take ENG 095 RED 090 DRE 098 OR ENG 111
Corequisites: Take MAT 121

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test

Class Lab Clinical Credit

equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 133 Circuit Analysis II 3 3 0 4
Prerequisites: Take ELC 131
Corequisites: None

This course covers additional concepts of DC/AC electricity, the use of test equipment, and measurement techniques for electrical/electronics majors. Topics include the application of network theorems such as delta/wye transformations, Superposition Theorem, and other advanced circuit analysis principles. Upon completion, students should be able to construct and analyze DC/AC circuits used advanced circuit analysis theorems, circuit simulators, and test equipment.

ELC 213 Instrumentation 3 2 0 4
Prerequisites: Take ELC 111 or ELC 112 or ELC 131
Corequisites: None

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

ELC 220 Photovoltaic Sys Tech 2 3 0 3
Prerequisites: Take ALT120 or ELC 111
Corequisites: None

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy Into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

ELC 221 Adv PV Sys Designs 2 3 0 3
Prerequisites: Take ELC 220
Corequisites: None

This course introduces specific elements to photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems.

Class Lab Clinical Credit

ELC 228 PLC Applications 2 6 0 4
Prerequisites: Take ELC 128
Corequisites: None

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

ELC 229 Applications Project 1 3 0 2
Prerequisites: Take ELC 117 and ELC 128
Corequisites: None

This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.

ELC 230 Wind & Hydro Power Sys 2 2 0 3
Prerequisites: None
Corequisites: None

This course Introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.

ELN 114 Marine Electronics 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces a wide variety of marine electronics that are used in the marine research industry. Topics include basic theory, components, circuits, testing, troubleshooting, and installation of AC and DC marine electronics. Upon completion, students should be able to install, troubleshoot, and operate basic marine electronics used in the marine research industry.

ELN 131 Analog Electronics I 3 3 0 4
Prerequisites: Take one set:
Take ELC 131 and MAT 121
Take ELC 131 and MAT 171
Corequisites: None

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analogcircuits using appropriate techniques and test equipment.

Class Lab Clinical Credit

ELN 132 Analog Electronics II 3 3 0 4
Prerequisites: Take ELN 131
Corequisites: None

This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4
Prerequisites: Take ELC 131 and ELN 131
Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, Analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. This course is also available through the Virtual Learning Community (VLC).

ELN 150 CAD for Electronics 1 3 0 2
Prerequisites: Take ELC 131
Corequisites: None

This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 231 Industrial Controls 2 3 0 3
Prerequisites: Take ELC 131
Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

Class Lab Clinical Credit

ELN 232 Intro to Microprocessors 3 3 0 4
Prerequisites: Take CSC 133 and ELN 133
Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 234 Communication Systems 3 3 0 4
Prerequisites: Take one set:
Take ELC 133, ELN 131, ELN 132, and MAT 121
Take ELC 133, ELN 131 ELN 132 and MAT 171
Corequisites: None

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ELN 236 Fiber Optics and Lasers 3 2 0 4
Prerequisites: Take ELC 131, MAT 121
Corequisites: Take ELN 234

This course introduces the fundamentals of fiber optics and lasers. Topics include the transmission of light; characteristics of fiber optic and lasers and their systems; fiber optic production; types of lasers; and laser safety. Upon completion, students should be able to understand fiber optic communications and basic laser fundamentals. In addition, opto-electronic devices and optical transmitters and receivers will be investigated and analyzed.

ELN 237 Local Area Networks 2 3 0 3
Prerequisites: Take CIS 110 and CET 172
Corequisites: None

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network

Course	Class	Lab	Clinical	Credit
ELN 238 Advanced LANs	2	3	0	3

Prerequisites: Take ELN 237
Corequisites: None

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance

Course	Class	Lab	Clinical	Credit
ELN 246 Cert Elect Tech Prep	3	0	0	3

Prerequisites: ELN 234
Corequisites: None

This course covers electronic principles, theories, and concepts. Emphasis is placed on those items covered in the Certified Electronic Technician examination. Upon completion, students should be able to demonstrate competence in electronics and be prepared for the Certified Electronic Technician examination.

Course	Class	Lab	Clinical	Credit
ELN 260 Prog Logic Controllers	3	3	0	4

Prerequisites: None
Corequisites: None

This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.

Course	Class	Lab	Clinical	Credit
ELN 275 Troubleshooting	1	3	0	2

Prerequisites: None
Corequisites: Take ELN 133 or ELN 141

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturers' specifications.

Course	Class	Lab	Clinical	Credit
EMS 110 EMT	6	6	0	8

Prerequisites: None
Corequisites: None

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

Course	Class	Lab	Clinical	Credit
EMS 120 Advanced EMT	4	6	0	6

Prerequisites: Take EMS 110
Corequisites: Take EMS 121

This course is designed to provide the essential information on interventions/treatments appropriate to the Advanced EMT and is required for Advanced EMT certification. Topics include airway management, automatic external defibrillation, cardiac electrophysiology, vascular access, acid-base balance, pharmacology, medical emergencies, traumatic injuries, and fluids and electrolytes. Upon completion, students should be able to properly obtain vascular access, manage medical and trauma patients, utilize simple and advanced airways, and correctly interpret arterial blood gases.

Course	Class	Lab	Clinical	Credit
EMS 121 AEMT Clinical Practicum	0	0	6	2

Prerequisites: Take EMS 110
Corequisites: Take EMS 120

This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competence at the Advanced EMT skill level.

Course	Class	Lab	Clinical	Credit
EMS 130 Pharmacology	3	3	0	4

Prerequisites: Take EMS 110
Corequisites: Take EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

Course	Class	Lab	Clinical	Credit
EMS 131 Advanced Airway Management	1	2	0	2

Prerequisites: Take EMS 110
Corequisites: None

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

Class Lab Clinical Credit

EMS 140 Rescue Scene Management 1 6 0 3
Prerequisites: None
Corequisites: None

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 150 Emerg Vehicles & EMS Comm 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

EMS 210 Adv. Patient Assessment 1 3 0 2
Prerequisites: Take one set:
Set EMS 120, EMS 130, EMS 131
and EMS 121
Set: EMS 120 EMS 130 EMS 131
and EMS 122
Corequisites: None

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology II 3 3 0 4
Prerequisites: Take EMS 122, EMS 130, EMS 160
Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

Class Lab Clinical Credit

EMS 221 EMS Clinical Practicum II 0 0 6 2
Prerequisites: Take EMS 122 and EMS 130
Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Pract III 0 0 9 3
Prerequisites: Take EMS 130, EMS 221
Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management 2 0 0 2
Prerequisites: None
Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Patients w/Special Challenges 1 2 0 2
Prerequisites: Take EMS 122, EMS 130
Corequisites: None

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV 0 0 12 4
Prerequisites: Take EMS 130, EMS 231
Corequisites: None

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

Class Lab Clinical Credit

EMS 250 Medical Emergencies 3 3 0 4
Prerequisites: Take EMS 122, EMS 130
Corequisites: None

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies 1 3 0 2
Prerequisites: Take EMS 122, EMS 130
Corequisites: None

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies 2 3 0 3
Prerequisites: Take EMS 122, EMS 130
Corequisites: None

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 EMS Bridging Course 2 2 0 3
Prerequisites: None
Corequisites: None

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

Class Lab Clinical Credit

EMS 285 EMS Capstone 1 3 0 2
Prerequisites: Take EMS 220, EMS 250, EMS 260
Corequisites: None

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

ENG 101 Applied Communications I 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This course may meet the communication requirement for DIP and CER programs.*

ENG 102 Applied Communicat II 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This course may meet the communication requirement for DIP and CER programs.*

ENG 111* Writing and Inquiry 3 0 0 3
Prerequisites: Take one set:
Set: ENG 090, RED 090
Set: ENG 095
Set: DRE 090
Corequisites: None

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Class Lab Clinical Credit

ENG 112* Writing/Research in the Disc 3 0 0 3
State Prerequisites: Take ENG 111
State Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG 113* Literature-Based Research 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course may meet the SACS communication requirement for AA, AS, AFA, AGE, AAS, DIP, or CER programs.*

ENG 114* Prof Research & Report 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course may meet the SACS communication requirement for AA, AS, AFA, AGE, AAS, DIP, or CER programs.*

ENG 125* Creative Writing I 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. This course may meet the SACS humanities/fine arts requirement for AGE, AAS, DIP, or CER programs.*

Class Lab Clinical Credit

ENG 126* Creative Writing II 3 0 0 3
Prerequisites: Take ENG 125
Corequisites: None

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication.

ENG 131* Introduction to Literature 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: Take ENG 112 or ENG 113 or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature.

ENG 231* American Literature I 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG 232* American Literature II 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

ENG 233* Major American Writers 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American

Class Lab Clinical Credit

history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied.

ENG 241* British Literature I 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from the beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 242* British Literature II 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts.

ENG 261* World Literature I 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG 262* World Literature II 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.

ENG 272* Southern Literature 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

Class Lab Clinical Credit

ENG 273* African-American Literature 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts.

ENG 274* Literature by Women 3 0 0 3
Prerequisites: Take ENG 112 or ENG 113 or ENG 114
Corequisites: None

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works.

ENT 114 Entertainment Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an introduction to legal aspects of the entertainment industry. Topics include performance rights, songwriting and personal appearance contracts, copyright law, trademarks, and the like. Upon completion, students should be able to explain the basic elements of a contract, recognizing, explaining, and evaluating elements of law that pertain to entertainment.

ENV 110 Environmental Science 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment.

ENV 226 Environmental Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and

Class Lab Clinical Credit

biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

FIP 120 Intro to Fire Protection 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Ed 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 128 Detection & Investigation 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132 Building Construction 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

Class Lab Clinical Credit

FIP 136 Inspections & Codes 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 152 Fire Protection Law 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 156 Computers in Fire Service 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the use of computers by fire protection organizations. Topics include operating systems, networking concepts, fire incident reporting systems, and other software applications in fire protection. Upon completion, students should be able to demonstrate knowledge of computers and their applications to fire protection.

FIP 164 OSHA Standards 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 220 Fire Fighting Strategies 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

Class Lab Clinical Credit

FIP 221 Advanced Fire Fighting Strategies 3 0 0 3
Prerequisites: Take FIP 220
Corequisites: None

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced use of the Incident Command System(ICS), advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command.

FIP 228 Local Govt Finance 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

FIP 236 Emergency Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

FIP 240 Fire Service Supervision 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of effective fire service supervision, meeting elements of NFPA 1021.

FIP 256 Municipal Public Relations 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a general survey of municipal public relations and their effect on the governmental process. Topics include principles of public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Officer I and II.

Class Lab Clinical Credit

FIP 276 Managing Fire Services 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

FRE 111* Elementary French I 3 0 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 09,0 DRE 097, DRE 098, OR ENG 111
Corequisites: Take FRE 181

This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for FRE 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

FRE 112* Elementary French II 3 0 0 3
Prerequisites: Take FRE 111
Corequisites: Take FRE 182

This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and to demonstrate further cultural awareness.

FRE 181* French Lab 1 0 2 0 1
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097, DRE 098 OR ENG 111
Corequisites: Take FRE 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis

Class Lab Clinical Credit

is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.

Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for FRE 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

FRE 182* French Lab 2 0 2 0 1
Prerequisites: Take FRE 181
Corequisites: Take FRE 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the French language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate cultural awareness.

FRE 211* Intermediate French I 3 0 0 3
Prerequisites: Take FRE 112
Corequisites: None

This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

FRE 212* Intermediate French II 3 0 0 3
Prerequisites: Take FRE 211
Corequisites: None

This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

FST 102 Foodservice Skills I 4 8 0 8
Prerequisites: None
Corequisites: Take CUL 110

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations.

Class Lab Clinical Credit

FVP 111 Intro to Film and Video 2 3 0 3
Prerequisites: None
Corequisites: None

This course is an overview of the film making process from conceptualization to execution and examines film genres in the context of history, theory, creativity, and commerce. Topics include the history of film and video in the US, technical terminology, relationships between various job categories, and the language of film. Upon completion, students should be able to demonstrate a film vocabulary and knowledge of working conditions in the film/video production field.

FVP 112 Art Dept Operations I 1 4 0 3
Prerequisites: None
Corequisites: None

This course introduces practical fabrication skills for wood and other materials required to build both props and sets from blueprints, photographs, or sketches. Emphasis is placed on the safe use of hand and power tools, and the skills required for collaborative efforts in set and prop construction. Upon completion students should be able to demonstrate a working knowledge of the equipment and skills necessary to assist in constructing sets and props.

FVP 113 Grip & Electrical I 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers various grip/support packages used in different environments for studio and location. Topics include lighting units, hardware, stands, color media, and electrical theory with emphasis on safety. Upon completion, students should be able to execute basic grip and electrical directions given by the key grip, and/or gaffer.

FVP 114 Camera & Lighting I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.

Class Lab Clinical Credit

FVP 115 Camera & Lighting II 2 3 0 3
Prerequisites: Take FVP 114
Corequisites: None

This course offers advanced principles of video camera and recorder operations and introduces students to film formats and equipment as well as advanced lighting theory applications. Emphasis is placed on terminology, lighting for effect, and color correction. Upon completion, students should be able to demonstrate an understanding of camera terms and equipment, lighting theory and applications, and assist on studio and location shoots.

FVP 116 Sound Operation 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of sound theory, methods, and technologies for location and studio recording, and hands-on work in location sound gathering. Emphasis is placed on terminology, protocol, cabling, trouble-shooting, mixing skills and safety aspects associated with hands-on work in sound gathering. Upon completion, students should be able to demonstrate an understanding of sound theory and terminology and assist professionals in sound gathering in both film and audio production.

FVP 117 Make-up & Wardrobe 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers talent presentation for camera including period and genre make-up styles, materials and methods of fabrication. Emphasis is placed on understanding the wardrobe department, make-up application, prosthetics and special effects make-up with emphasis on safety, hygiene, durability and continuity. Upon completion, students should understand the functions of the wardrobe department and demonstrate competence in the use of various make-up applications.

FVP 120 Art Dept. Operations II 1 4 0 3
Prerequisites: Take FVP 112
Corequisites: None

This course provides a more in depth coverage of the skills necessary to assist in the set construction, paint, set dressing, props and greens departments. Emphasis is placed on the skill range required for each craft including, but not limited to, plumbing, casting, wallpapering, furniture construction, upholstery, wiring and drapery. Upon completion students should be competent to assist in all fields related to the fabrication and decoration of sets and props.

Class Lab Clinical Credit

FVP 130 Grip and Electrical II 1 4 0 3
Prerequisites: Take FVP 113
Corequisites: None

This course provides a more in depth coverage of grip/support packages used in studio work and on location. Topics include advanced coverage of lighting, color media, and camera dollies, rigging, and electrical distribution with emphasis on safety issues. Upon completion students should be able to execute grip and electrical directions given by the key grip, gaffer, cinematographer and/or director of photography.

FVP 212 Production Techniques I 1 12 0 5
Prerequisites: Take FVP 111, FVP 115 and FVP 116
Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in the film and video industry.

FVP 213 Production Techniques II 1 12 0 5
Prerequisites: Take FVP 212
Corequisites: None

This course provides experience working in a variety of crew positions with both student and professional productions and covers advanced film production concepts. Emphasis is placed on successful interaction with other advanced students and/or professionals as well as competency in advanced film production concepts. Upon completion, students should be able to demonstrate professional skills needed to pursue careers in key positions in the film and video industry.

FVP 215 Production Management 2 3 0 3
Prerequisites: Take FVP 111
Corequisites: FVP 240

This course emphasizes the activity of script breakdown in pre-production as well as the activities of the production office in both the production and post-production stages. Emphasis is placed on procedures, use of industry standard forms and software, as well as the functions and practices of the production office. Upon completion students should be able to demonstrate the people and technical skills necessary to assist above-the-line professionals in all types of film and video production.

Class Lab Clinical Credit

FVP 220 Editing I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers film and video editing from traditional methods to digital non-linear systems and basic film lab and transfer facility procedures. Topics include terminology, technologies, aesthetics, basic picture-only editing skills; and the editor's role augmented by hands-on experience. Upon completion, students should be able to use editing equipment and basic digitizing, logging, and picture only editing skills.

FVP 221 Editing II 2 3 0 3
Prerequisites: Take FVP 220
Corequisites: None

This course covers editing in the digital environment, starting from the camera negative through the transfer, the non-linear digital edit and going back to negative matching. Topics include terminology, technologies, aesthetics, advanced sound and picture editing skills, and the editor's role augmented by hands-on experience. Upon completion student should be able to demonstrate proficiency in using editing equipment and sound and picture editing skills.

FVP 223 Postproduct. Sound Design 1 4 0 3
Prerequisites: Take FVP 116 or FVP 220
Corequisites: None

This course covers audio postproduction recording, mixing, and editing techniques, technologies, and aesthetics for the development of a compelling soundtrack for film and video media. Topics include using library effects, recording sound, effects and Foley to reinforce images and the story, preparing and mixing sound tracks for media productions. Upon completion students should be able to record, edit and mix sound design projects that strengthen narrative elements and perform critique of media sound design.

FVP 227 Multimedia Production 2 3 0 3
Prerequisites: Take FVP 212
Corequisites: None

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software.

Class Lab Clinical Credit

FVP 240 Introduction to Screenwriting 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces the principles and practices of the screenwriting craft. Emphasis is placed on analysis of screenwriting and script components and the preparation and development of motion picture and television treatments and scripts. Upon completion, students should be able to critically analyze the components of both motion picture and television treatments and scripts, and prepare effective, camera-ready motion picture and television scripts.

FVP 250 Production Specialities I 1 6 0 3
Prerequisites: Take FVP 111 and FVP 114
Corequisites: None

This course provides education and training through contextual learning in the film production areas of art department, camera, sound, grip, electric, locations, script, and continuity. Emphasis is placed on successful professional level interaction with other students and industry professionals through pre-production and initial production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video pre-production and initial production process, and the relationship among the departments in these areas.

GEL 111* Geology 3 2 0 4
Prerequisites: Take one: ENG 095, RED 090, DRE 098,
OR ENG 111
Corequisites: None

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

GEL 113* Historical Geology 3 2 0 4
Prerequisites: Take GEL 111 or GEL 120
Corequisites: None

This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations.

GEL 230* Environmental Geology 3 2 0 4
Prerequisites: Take one: GEL 111, GEL 120 or PHS 130
Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate to major hazards and disasters to the geologic forces responsible for their occurrence.

GER 111* Elementary German I 3 0 0 3
Prerequisites: Completion of one of the following:
Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: Take

This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness.

Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for GER 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

GER 112* Elementary German II 3 0 0 3
Prerequisites: Take GER 111
Corequisites: Take GER 182

This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and to demonstrate further cultural awareness.

GER 181* German Lab 1 0 2 0 1
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: Take GER 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness.

Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for GER 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

GER 182* German Lab 2 0 2 0 1
Prerequisites: Take GER 181
Corequisites: Take GER 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness.

GER 211* Intermediate German I 3 0 0 3
Prerequisites: Take GER 112
Corequisites: None

This course provides a review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

GER 212* German II 3 0 0 3
Prerequisites: Take GER 211
Corequisites: None

This course is a continuation of GER 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

HBI 110 Issues and Trends in HBI 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.

HBI 113 Survey of Med Insurance 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.

HBI 250 Data Mgmt and Utilization 2 2 0 3
Prerequisites: Take one: DBA 110, or DBA 120 or DBA 210
Corequisites: None

This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.

HBI 289 HBI Project 1 4 0 3
Prerequisites: HBI 250
Corequisites: None

This course provides an opportunity to complete a significant healthcare business informatics project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a healthcare informatics project from the definition phase through implementation.

HMT 110 Intro to Healthcare Mgt 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HEA 111 First Aid & Safety 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides first aid and safety education. Emphasis is placed on safe attitudes, accident prevention, and response to accidents and injuries. Upon completion, students should be able to demonstrate proper first aid and safety skills

HET 110 Diesel Engines 3 9 0 6
Prerequisites: Take TRN 110
Corequisites: Take MRN 121

This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

HET 114 Power Trains 3 6 0 5
Prerequisites: None
Corequisites: None

This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

HET 115 Electronic Engines 2 3 0 3
Prerequisites: Take TRN 120
Corequisites: None

This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

HET 125 Preventive Maintenance 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and roadability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

HET 128 Med/Heavy Duty Tune-up 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces tune-up and troubleshooting according to manufacturers' specifications. Topics include troubleshooting engine systems, tune-up procedures, and use and care of special test tools and equipment. Upon completion, students should be able to troubleshoot, diagnose, and repair engines and components using appropriate diagnostic equipment.

HET 134 Diesel Fuel & Power Sys 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the principles of fuel injection and other power systems used in the heavy equipment Industry including newer and cleaner technology. Emphasis is placed on test equipment, component functions, safety, and theories of older conventional and newer and cleaner Tier III and Tier IV fuel systems. Upon completion, students should be able to diagnose and service fuel systems and explain proper safety procedures on alternative fuel systems used in heavy equipment industry.

Class Lab Clinical Credit

HET 229 Brakes and Steering 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the theory and principles of braking and steering in medium and heavy duty vehicles. Topics include wheel and tire problems, frame members, bearings, fifth wheel, coupling systems, and braking systems. Upon completion, students should be able to diagnose, adjust, and repair steering and braking problems on medium and heavy duty vehicles.

HET 230 Air Brakes 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the operation and design of air braking systems used on trucks. Topics include safety, governors, compressors, and supporting systems. Upon completion, students should be able to diagnose, disassemble, inspect, repair, and reassemble air brake systems.

HIS 111* World Civilizations I 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations.

HIS 112* World Civilizations II 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS 115* Intro to Global History 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. This course will focus primarily on Asia, Africa, Latin America, and the Middle East since 1500.

Class Lab Clinical Credit

HIS 116* Current World Problems 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective.

HIS 121* Western Civilization I 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization.

HIS 122* Western Civilization II 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization.

HIS 131* American History I 3 0 0 3
Prerequisites: Completion of one of the following:
Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Class Lab Clinical Credit

HIS 132* American History II 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

HIS 221* African-American History 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans.

HIS 227* Native American History 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans.

HIS 228* History of the South 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course covers the origin and development of the South as a distinct region of the United States. Emphasis is placed on Southern identity and its basis in cultural, social, economic, and political developments during the 19th and 20th centuries. Upon completion, students should be able to identify and analyze the major cultural, social, economic, and political developments in the South.

Class Lab Clinical Credit

HIS 229* History of the Old South 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course is a study of the development of the South from European settlement through the Civil War. Topics include the multi-ethnic character of colonization, the plantation economy, relations between social classes, the nature of slavery, and issues leading to the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the antebellum South.

HOR 112 Landscape Design I 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

HOR 114 Landscape Construction 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 134 Greenhouse Operations 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 160 Plant Materials I 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate

Class Lab Clinical Credit

knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 161 Plant Materials II 2 2 0 3
Prerequisites: Take HOR 160
Corequisites: None

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 164 Hort Pest Management 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

HOR 213 Landscape Design II 2 2 0 3
Prerequisites: Take HOR 112
Corequisites: None

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

HOR 235 Greenhouse Production 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

Class Lab Clinical Credit

HOR 257 Arboriculture Practices 1 3 0 2
Prerequisites: Take HOR 160 or LSG 111
Corequisites: None

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

HOR 260 Plant Materials II 2 2 0 3
Prerequisites: Take HOR 160
Corequisites: None

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HRM 110 Intro to Hosp & Tourism 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

HRM 115 Housekeeping 3 0 0 3
Prerequisites: None
Corequisites: Take HRM 115A

This course covers the scope, responsibilities, communications, terminology, materials, and concerns specific to hotel housekeeping. Topics include management and supervision of housekeeping staff in the proper cleaning and sanitation of rooms and public areas, budgeting, purchasing, security, and inventory control. Upon completion, students should be able to understand and apply the principles of organization and management of a housekeeping department.

HRM 115A Housekeeping Lab 0 2 0 1
Prerequisites: None
Corequisites: Take HRM 115

This course is a laboratory to accompany HRM 115. Emphasis is placed on the development of skills for the performance of housekeeping tasks. Upon completion, students should be able to demonstrate mastery of housekeeping skills.

Class Lab Clinical Credit

HRM 120 Front Office Procedures 3 0 0 3
Prerequisites: None
Corequisites: Take HRM 120A

This course provides a systematic approach to hotel front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and rate management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest services.

HRM 120A Front Office Proced Lab 0 2 0 1
Prerequisites: None
Corequisites: Take HRM 120

This course is laboratory to accompany HRM 120. Emphasis is placed on practical computer applications of theory covered in HRM 120. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications.

HRM 124 Guest Service Management 2 2 0 3
Prerequisites: None
Corequisites: None

This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting.

HRM 130 Bed and Breakfast Mgt. 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the management of bed and breakfast facilities. Emphasis is placed on lifestyle commitment, property needs, computer operations, business and marketing plans, customer service and facility management. Upon completion, students should be able to describe and apply the principles of management unique to the bed and breakfast industry.

HRM 135 Facilities Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic elements of planning and designing hospitality facilities including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment.

Class Lab Clinical Credit

HRM 140 Legal Issues-Hospitality 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

HRM 150 Hospitality Training 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces techniques and methodology involved in developing training programs. Topics include job specification, description and breakdown, training methods, coaching, evaluation, and management development. Upon completion, students should be able to produce job specifications, descriptions, and breakdowns and conduct technical training.

HRM 160 Info Systems for Hosp 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers current technology and technological issues for the future as they apply to the hospitality industry. Emphasis is placed on the effect of technology on e-commerce, human resources, menu management, and hospitality management systems. Upon completion, students will be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

HRM 210 Meetings & Event Planning 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.

Class Lab Clinical Credit

HRM 215 Restaurant Management 3 0 0 3
Prerequisites: Take CUL 135 or HRM 124
Corequisites: Take HRM 215A

This course provides an overview of the various challenges and responsibilities encountered in managing a food and beverage operation. Topics include planning, administration, organization, accounting, marketing, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

HRM 215 A Restaurant Manage Lab 0 2 0 1
Prerequisites: Take CUL 135 or HRM 124
Corequisites: Take HRM 215

This course is a laboratory to accompany HRM 215. Emphasis is placed on practical applications of restaurant management principles. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management applications.

HRM 220 Cost Control-Food & Bev 3 0 0 3
Prerequisites: Take one:
Set: Take MAT 060
Set: Take DMA 010, DMA 020, DMA 030
Corequisites: Take HRM 220A

This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

HRM 220A Cost Control-Food & Bev Lab 0 2 0 1
Prerequisites: None
Corequisites: Take HRM 220

This course provides a laboratory experience for enhancing student skills in controls and purchasing procedures as applied to costs in the hospitality industry. Emphasis is placed on practical applications of reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate proficiency in computer-based control applications.

HRM 225 Beverage Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation.

Class Lab Clinical Credit

HRM 228 Mixology 1 4 0 3
Prerequisites: None
Corequisites: None

This course provides instruction and demonstration for the practice of bartending. Emphasis is placed on set-up, including equipment/supplies/glassware; and production/service of alcoholic beverages including, but not limited to, beer, wine, cocktails, mixed/blended drinks, and specialty products. Upon completion, students should be able to demonstrate the basics of mixing alcoholic beverages in a commercial bar, tavern or nightclub setting.

HRM 230 Club & Resort Management 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces specific principles of managing a hospitality operation in a resort or club setting. Topics include operational efficiencies, resort and club marketing, recreational and sport activity management, and retail management. Upon completion, students should be able to demonstrate an understanding of the specialized skills involved in resort and club management.

HRM 240 Marketing for Hospitality 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

HRM 245 Human Resource Mgmt-Hosp 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

Class Lab Clinical Credit

HRM 260 Procurement for Hosp 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides information for management decisions regarding needs analysis and fulfillment for hospitality operations. Emphasis is placed on supply chain sourcing, environmental impacts, procurement technologies, and packaging of products such as food, beverages, supplies, furniture, and equipment. Upon completion, students should be able to demonstrate competence in planning and executing the procurement function.

HRM 275 Leadership-Hospitality 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces leadership traits, styles, and the roles and responsibilities of successful hospitality leaders while developing the student's personal leadership skills. Topics include formal and informal hospitality leadership; defining effective and ineffective leadership behavior; and leadership organizational change and planning within the hospitality industry. Upon completion, students will be able to apply appropriate leadership actions in real-world situations ranging from local to global hospitality environments.

HRM 280 Mgmt Problems-Hospitality 3 0 0 3
Prerequisites: Take HRM 110
Corequisites: None

This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

HRM 285 Service Projects-Hosp 2 6 0 5
Prerequisites: None
Corequisites: None

This course introduces the application of hospitality management through engaging in community service. Emphasis is placed on problem solving skills, critical thinking, and applying academic concepts while using limited resources. Upon completion, students should be able to plan and execute hospitality-related projects that meet community needs.

HUM 110* Technology and Society 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology.

Class Lab Clinical Credit

HUM 115* Critical Thinking 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts.

HUM 120* Cultural Studies 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture.

HUM 121* The Nature of America 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life.

HUM 122* Southern Culture 3 0 0 3
Prerequisites: None
Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture.

HUM 130* Myth in Human Culture 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts.

Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture.

HUM 140* The History of Architecture 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the political and religious influences upon architecture. Topics include specific historical buildings evidencing architectural advancement, with special emphasis upon modern architecture. Upon completion, students should be able to analyze and identify significant developments in architecture.

HUM 150* American Women's Studies 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an interdisciplinary study of history, literature, and social roles of reflected American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms.

HUM 160* Introduction to Film 2 2 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films.

HUM 161* Advanced Film Studies 2 2 0 3
Prerequisites: Take HUM 160
Corequisites: None

This course provides an advanced study of film art and production, building on skills learned in HUM 160. Topics include advanced film production techniques, film genres, examination of master directors' styles, and the relation of film to culture. Upon completion, students should be able to recognize and critically analyze advanced elements of film production.

HUM 170* The Holocaust 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust.

HUM 180* Internat Cultural Explor 2 3 0 3
Prerequisites: None
Corequisites: None

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements.

HUM 220* Human Values and Meaning 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding.

HUM 230* Leadership Development 0 3 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, Fluid Routing Lines, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

Class Lab Clinical Credit

HYD 112 Hydraul/Med/Heavy Duty 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

INT 110 International Business 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business.

INT 210 International Trade 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.

IPP 111 Intro to Interpretation 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an orientation to the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, theories, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

IPP 112 Comparative Cultures 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces various cultural attributes and how they impact the consumers and the interpreting process. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how attitudes impact communication interactions and interpreting.

Class Lab Clinical Credit

IPP 130 Analytical Skills for Int 1 4 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between ASL and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between ASL and English.

IPP 152 ASL/English Translation 3 0 0 3
Prerequisites: Take ASL 112
Corequisites: None

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts. Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities.

IPP 161 Consecutive Interpreting 2 6 0 5
Prerequisites: Take IPP 152
Corequisites: None

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting.

IPP 221 Simultaneous Interpret I 2 6 0 5
Prerequisites: Take IPP 161
Corequisites: None

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages.

IPP 224 ASL to English Interpret 1 3 0 2
Prerequisites: Take IPP 152
Corequisites: None

This course is designed to improve skills in ASL to English interpretation. Emphasis is placed on receptive skills, equiva-

Class Lab Clinical Credit

lent messages, grammatically correct English, and appropriate content, mood, and register. Upon completion, students should be able to generate appropriate English equivalents and apply appropriate linguistic and/or cultural adjustments.

IPP 240 Ethical Stnds & Practices 3 0 0 3
Prerequisites: None
Corequisites: Take IPP 221

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Topics include a model of ethical/intellectual development and the application of the model to interpreting practices. Upon completion, students should be able to discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process.

ISC 112 Industrial Safety 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety and OSHA regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

ISC 130 Intro to Quality Control 3 0 0 3
Prerequisites: Take MAT 121 or MAT 171
Corequisites: None

This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.

ISC 278 cGMP Quality Systems 2 0 0 2
Prerequisites: None
Corequisites: None

This course focuses on the development, implementation, and on-going maintenance of a quality system in a cGMP environment. Topics include the cGMP standard, components of cGMP quality systems, quality function roles and training, development of documentation such as SOPs, and system review procedures. Upon completion, the student should be able to identify the components of a quality system and develop a quality system manual utilizing the cGMP standard.

Class Lab Clinical Credit

ITN 130 Web Site Management 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the issues involved in web site architecture. Topics include operating system directory structures, web site structural design, web site navigation, web site maintenance, backup and security. Upon completion, students should be able to design a web site directory plan optimized for navigation and ease of maintenance.

ITN 160 Principles of Web Design 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

JOU 110* Intro to Journalism 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: None

This course presents a study of journalistic news, feature, and sports writing. Emphasis is placed on basic news writing techniques and on related legal and ethical issues. Upon completion, students should be able to gather, write, and edit news, feature, and sports articles. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

JOU 217* Feature/Editorial Writing 2 2 0 3
Prerequisites: Take ENG 111 and JOU 110
Corequisites: None

This course covers the basics of persuasive writing for community newspapers and other print media. Emphasis is placed on writing features, reviews, and editorials including audience analysis, appropriate language, effective supporting details, completeness, and accuracy. Upon completion, students should be able to write effective feature stories, reviews, and editorials. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

LEX 110 Intro to Paralegal Study 2 0 0 2
Prerequisites: None
Corequisites: None

This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon completion, students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

LEX 120 Legal Research/Writing I 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 121 Legal Research/Writing II 2 2 0 3
Prerequisites: Take LEX 120
Corequisites: None

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

LEX 130 Civil Injuries 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

LEX 140 Civil Litigation I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in pre-litigation matters and preparation of pleadings and motions.

LEX 150 Commercial Law I 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

LEX 151 Commercial Law II 3 0 0 3
Prerequisites: Take LEX 150
Corequisites: None

This course is a continuation of LEX 150 and covers advanced topics in Business and Commercial Law. Topics include agency and employment, insurance, computer law, intellectual property, personal property and bailment, corporate organizations and bankruptcy. Upon completion, students will understand and be able to apply legal principles governing these topics and be able to draft a variety of financial instruments.

LEX 160 Criminal Law & Procedure 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

LEX 170 Administrative Law 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, worker's compensation, unemployment, zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

LEX 210 Real Property I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

	Class	Lab	Clinical	Credit
LEX 211 Real Property II	1	4	0	3

Prerequisites: Take LEX 210
Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

	Class	Lab	Clinical	Credit
LEX 214 Investigat & Trial Prep	1	4	0	3

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of investigation. Topics include compiling/assembling data for cases; investigative planning/information gathering techniques; locating/interviewing witnesses; collection/preserving/evaluating sufficiency/admissibility of evidence; preparation of reports; and evidence presentation at depositions/court proceeding. Upon completion, students should be able to plan/use investigative checklists, understand/demonstrate investigative techniques, prepare reports, and enhance verbal and interpersonal communications skills and interviewing techniques.

	Class	Lab	Clinical	Credit
LEX 240 Family Law	3	0	0	3

Prerequisites: None
Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

	Class	Lab	Clinical	Credit
LEX 250 Wills, Estates, & Trusts	2	2	0	3

Prerequisites: None
Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

	Class	Lab	Clinical	Credit
LEX 260 Bankruptcy & Collections	3	0	0	3

Prerequisites: None
Corequisites: None

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

	Class	Lab	Clinical	Credit
LEX 270 Law Office Mgt/Technology	1	2	0	2

Prerequisites: None
Corequisites: None

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

	Class	Lab	Clinical	Credit
LEX 271 Law Office Writing	1	2	0	2

Prerequisites: None
Corequisites: None

This course covers the basics of writing for the law office including the drafting of general correspondence, the briefing of cases, and the preparation of settlement brochures. Emphasis is placed on legal vocabulary in the context of letter writing, briefing judicial opinions, and the preparation of the settlement brochure. Upon completion, students should be able to draft letters to clients, opposing counsel, government entities, and insurance companies and prepare the settlement brochure.

	Class	Lab	Clinical	Credit
LEX 280 Ethics & Professionalism	2	0	0	2

Prerequisites: None
Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

	Class	Lab	Clinical	Credit
LEX 287 CLA Review Seminar	2	0	0	2

Prerequisites: Take LEX 210
Corequisites: None

This course is designed to prepare students for voluntary national certification sponsored by the National Association of Legal Assistants to demonstrate significant competencies in paralegalism. Topics include Communications, Ethics, Human Relations, Interviewing Techniques, Judgment and Analytical

Class Lab Clinical Credit

Analysis, Legal Research, Legal Terminology, General Law and nine tested specialty areas of law. Upon completion, students should be able to demonstrate that they are eligible to take the NALA's Certified Legal Assistant Exam.

LEX 289 U.S. Constitutional Law 2 2 0 3
Prerequisites: Take LEX 110, LEX 120, and LEX 140
Corequisites: None

This course covers the creation, content, and interpretation of the Constitution of the United States and its amendments as it relates to civil law and practice. Topics include constitutional formation, structure, court interpretation and the implication of legal decision for legal practitioners. Upon completion, students should be able to discuss the formation of the Constitution, its interpretation and application to the practice of civil law.

LSG 111 Basic Landscape Tech 2 0 0 2
Prerequisites: None
Corequisites: Take one: LSG 121 or LSG 122 or LSG 123

This course introduces basic principles essential to sustainable landscape gardening. Topics include soils, propagation, watering, fertilizing, pruning, pest control, and planting. Upon completion, students should be able to perform basic sustainable gardening techniques essential to maintaining a sustainable landscape.

LSG 121 Fall Gardening Lab 0 6 0 2
Prerequisites: None
Corequisites: Take LSG 111

This course provides basic hands-on experience in fall gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, and turf maintenance. Upon completion, students should be able to perform various techniques essential to maintaining the fall landscape.

LSG 122 Spring Gardening Lab 0 6 0 2
Prerequisites: None
Corequisites: None

This course provides familiarization with basic gardening techniques by performing practical hands-on exercises required for the spring season. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, and landscape construction. Upon completion, students should be able to satisfactorily perform various practices essential to maintaining the landscape in the spring season.

Class Lab Clinical Credit

LSG 123 Summer Gardening Lab 0 6 0 2
Prerequisites: None
Corequisites: None

This course provides basic hands-on experience in summer gardening techniques. Emphasis is placed on pruning, irrigation, planting, fertilizing, pest control, equipment operation, turf maintenance, landscape construction, and maintaining fruits and vegetables. Upon completion, students should be able to perform various techniques essential to maintaining the summer landscape.

LSG 231 Landscape Supervision 2 6 0 4
Prerequisites: Take LSG 123 and HOR 260
Corequisites: None

This course provides experience in planning, implementing, and supervising various landscape management projects. Emphasis is placed on supervisory skills, organizing, and scheduling. Upon completion, students should be able to supervise employees in various landscape management jobs.

LSG 232 Garden Management 1 2 0 2
Prerequisites: Take: LSG 123 and HOR 161
Corequisites: None

This course covers the implementation of knowledge gained in previous landscape gardening courses. Emphasis is placed on scheduling, designing, renovation, and plant management. Upon completion, students should be able to collate the material learned in the Landscape Gardening curriculum and apply it to various landscape gardening situations.

MAC 111 Machining Technology I 2 12 0 6
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 Machining Technology II 2 12 0 6
Prerequisites: Take MAC 111
Corequisites: None

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

Class Lab Clinical Credit

MAC 113 Machining Technology III 2 12 0 6
Prerequisites: Take MAC 112 and MEC 231
Corequisites: None

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. This class will also incorporate practical applications of computer numerical control programming and operations.

MAC 121 Intro to CNC 2 0 0 2
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning 1 3 0 2
Prerequisites: Take MAC 124
Corequisites: None

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1 3 0 2
Prerequisites: Take one set:
Set: MAC 111 and MAC 121
Set: MEC 111 and MAC 121
Corequisites: None

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 131 Blueprint Reading/Mach I 1 2 0 2
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.

Class Lab Clinical Credit

MAC 132 Blueprint Reading/Mach II 1 2 0 2
Prerequisites: Take MAC 131
Corequisites: None

This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true projection, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.

MAC 152 Adv Machining Calc 1 2 0 2
Prerequisites: Take MAT 121
Corequisites: None

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems. Additionally, practical applications of right triangle trigonometry will be covered.

MAC 222 Advanced CNC Turning 1 3 0 2
Prerequisites: Take MAC 122
Corequisites: None

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 Advanced CNC Milling 1 3 0 2
Prerequisites: Take MAC 124
Corequisites: None

This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 233 Appl in CNC Machining 2 12 0 6
Prerequisites: Take MAC 113, MAC 224 and MEC 232
Corequisites: Take MAC 222

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

Class Lab Clinical Credit

MAC 241 Jigs & Fixtures I 2 6 0 4
Prerequisites: Take MAC 112 and MEC 231
Corequisites: None

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures. Additionally, computer aided manufacturing software, along with computer controlled machine tools will be used in order to design and manufacture jigs and fixtures.

MAC 242 Jigs & Fixtures II 1 9 0 4
Prerequisites: Take MAC 241
Corequisites: None

This course provides continued study in the application of jigs and fixtures. Emphasis is placed on design and manufacture of complex jigs and fixtures. Upon completion, students should be able to design and build complex jigs and fixtures. Additionally, computer aided manufacturing software, along with computer controlled machine tools, will be used in order to design and manufacture jigs and fixtures.

MAC 245 Mold Construction I 2 6 0 4
Prerequisites: Take MEC 232
Corequisites: None

This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

MAC 248 Production Procedures 1 2 0 2
Prerequisites: Take MAC 113 and MAT 121
Corequisites: None

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

MAT 101 Applied Mathematics I 2 2 0 3
Prerequisites: Grade of "C" or better in MAT 060 or
MAT 070 or MAT 080 or MAT 090 or
MAT 095 or successful completion of
DMA 010, DMA 020, and DMA 030
Corequisites: None

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study.

Class Lab Clinical Credit

MAT 110 Math Measurement & Literacy 2 2 0 3
Prerequisites: Take one set:
Set: DMA 010, 020 and 030
Set: MAT-060
Corequisites: None

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 120 Geometry and Trigonometry 2 2 0 3
Prerequisites: a. Grade of "C" or better in MAT 060
or successful completion of DMA 010,
DMA 020, and DMA 030
b. Proficiency in Elementary Algebra.
A grade of "C" or better in MAT 070 or
MAT 080 or MAT 090 or MAT 095 or
successful completion of one of the
following: MAT 121 or MAT 161 or
MAT 171 or MAT 175 or successful
completion of DMA 040
Corequisites: None

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 121 Algebra/Trigonometry I 2 2 0 3
Prerequisites: Take one set:
Set: DMA 010, DMA 020, DMA 030,
DMA 040 and DMA 050
Set: DMA 010, DMA 020, DMA 030 and
MAT 070
Set: MAT 060 and MAT 070
Set: MAT 060, DMA 040 and DMA 050

Corequisites: None

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving.

Class Lab Clinical Credit

Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

MAT 122 Algebra/Trigonometry II 2 2 0 3
Prerequisites: Take MAT 121
Corequisites: None

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, complex numbers, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

MAT 141* Mathematical Concepts I 3 0 0 3
Prerequisites: Take one set:
Set: DMA 010, DMA 020, DMA 030 and DMA 040
Set: MAT 121
Set: MAT 171

Corequisites: None

This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts.

MAT 142* Mathematical Concepts II 3 0 0 3
Prerequisites: Take MAT 141
Corequisites: None

This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool.

Class Lab Clinical Credit

MAT 143* Quantitative Literacy 2 2 0 3
Prerequisites: Take one set:
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, MAT 060, MAT 070
Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT 152* Statistical Methods I 3 2 0 4
Prerequisites: Take one set:
Set: ENG 095, MAT 060, MAT 070
Set: ENG 111, MAT 060, MAT 070
Set: ENG 095, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: ENG 111, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, DMA 010, DMA 020, DMA 030, DMA 040, DMA 050
Set: DRE 098, MAT 060, MAT 070
Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Class Lab Clinical Credit

MAT 171* Precalculus Algebra 3 2 0 4

Prerequisites: Take one set:
Set:DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 OR
Set: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 065Set:MAT 121
Set: MAT 060, MAT 070 and MAT 080
Set: DMA 010, DMA 020, DMA 030, MAT 070 and MAT 080
Set: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and MAT 080
Set: MAT 060, DMA 040 and DMA 050 and MAT 080
Set: MAT 060, DMA 040, DMA 050, DMA 060, DMA 070 and DMA 080
Set: MAT 060, MAT 070, DMA 060, DMA 070 and DMA 080
Corequisites: None

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT 172* Precalculus Trigonometry 3 0 0 3

Prerequisites: Take MAT 171
Corequisites: None

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT 263* Brief Calculus 3 0 0 3

Prerequisites: Take MAT 171
Corequisites: None

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Class Lab Clinical Credit

MAT 271* Calculus I 3 2 0 4

Prerequisites: Take MAT 172
Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MAT 272* Calculus II 3 2 0 4

Prerequisites: Take MAT 271
Corequisites: None

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems.

MAT 273* Calculus III 3 2 0 4

Prerequisites: Take MAT 272
Corequisites: None

This course covers the calculus of several variables and is third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables.

MEC 110 Intro to CAD/CAM 1 2 0 2

Prerequisites: Take MEC 111 and DFT 151
Corequisites: None

This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

MEC 111 Machine Processes I 1 4 0 3

Prerequisites: None
Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

Class Lab Clinical Credit

MEC 112 Machine Processes II 2 3 0 3
Prerequisites: Take MEC 111
Corequisites: None

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 130 Mechanisms 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices used to transmit or control signals. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 Mfg Materials I 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

MEC 180 Engineering Materials 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufactufing processes, and material selection of ferrous and non-ferrous metals, plastics, composities, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

MEC 231 Comp-Aided Manufact I 1 4 0 3
Prerequisites: Take MAC 124 and MAC 132
Corequisites: None

This course introduces computer-aided design/manufacturing (CAD / CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD / CAM applications.

Class Lab Clinical Credit

MEC 232 Comp-Aided Manufact II 1 4 0 3
Prerequisites: Take MEC 231
Corequisites: None

This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

MEC 265 Fluid Mechanics 2 2 0 3
Prerequisites: Take 1 set:
Set: Take ENG 111 and MAT 121
Set: Take ENG 111 and MAT 171
Corequisites: None

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications.

MEC 267 Thermal Systems 2 2 0 3
Prerequisites: Take: PHY 131 or PHY 151, and NUC 110
Corequisites: None

This course introduces the fundamental laws of thermodynamics. Topics include work and energy, open and closed systems, and heat engines. Upon completion, students should be able to demonstrate a knowledge of the laws and principles that apply to thermal power.

MED 118 Medical Law and Ethics 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 Medical Terminology I 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course	Class	Lab	Clinical	Credit
MED 122 Medical Terminology II	3	0	0	3

Prerequisites: Take MED 121
Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Course	Class	Lab	Clinical	Credit
MKT 120 Principles of Marketing	3	0	0	3

Prerequisites: None
Corequisites: None

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

Course	Class	Lab	Clinical	Credit
MKT-221 Consumer Behavior	3	0	0	3

Prerequisites: BUS 110
Corequisites: None

This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

Course	Class	Lab	Clinical	Credit
MKT 223 Customer Service	3	0	0	3

Prerequisites: None
Corequisites: None

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

Course	Class	Lab	Clinical	Credit
MKT 224 International Marketing	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098, OR ENG 111
Corequisites: None

This course covers the basic concepts of international marketing activity and theory. Topics include product promotion, placement, and pricing strategies in the international marketing environment. Upon completion, students should be able to demonstrate a basic understanding of the concepts covered.

Course	Class	Lab	Clinical	Credit
MKT 232 Social Media Marketing	3	2	0	4

Prerequisites: BUS 110
Corequisites: None

This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

Course	Class	Lab	Clinical	Credit
MNT 110 Intro to Maint Procedures	1	3	0	2

Prerequisites: None
Corequisites: None

This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

Course	Class	Lab	Clinical	Credit
MNT 111 Maintenance Practices	2	2	0	3

Prerequisites: None
Corequisites: None

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

Course	Class	Lab	Clinical	Credit
MNT 131 Metalworking Processes	2	3	0	3

Prerequisites: None
Corequisites: None

This course introduces the standard practices that are found in a metal workshop. Topics include the proper care/use of basic hand tools and precision measuring instruments and layout procedures/operation of lathes, drill presses, grinders, milling machines, and power saws. Upon completion, students should be able to work safely in the metal workshop and use basic metalworking equipment.

Course	Class	Lab	Clinical	Credit
MNT 220 Rigging & Moving	1	3	0	2

Prerequisites: None
Corequisites: None

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics.

Class Lab Clinical Credit

Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 230 Pumps & Piping Systems 1 3 0 2
Prerequisites: None
Corequisites: None

This course covers pump installation and maintenance and related valves and piping systems. Topics include various types of pump systems and their associated valves, piping requirements, and other related topics. Upon completion, students should be able to select and install pump and piping systems and demonstrate proper maintenance and troubleshooting procedures.

MRN 121 Marine Engines 2 6 0 4
Prerequisites: Take TRN 110
Corequisites: Take HET 110

This course covers two and four cycle diesel engines that are used for marine vessel propulsion. Emphasis is placed on construction, design, cooling systems, lubrication systems, and air-intake systems. Upon completion, students should be able to test, troubleshoot, diagnose and repair marine engine systems.

MRN 147 Marine Power Trans 3 6 0 4
Prerequisites: None
Corequisites: None

This course covers the principles and function of marine power trains. Emphasis Is placed on marine gears, drive lines, gear reduction, and installation aboard vessels. Upon completion, students should be able to test, service, and troubleshoot marine power trains.

MRN 150 Adv Marine Electrical Sys 2 9 0 5
Prerequisites: Take TRN 120
Corequisites: None

This course covers the skills necessary to wire 12-volt direct current and 120-volt alternating current electrical systems found on modern boats and marine applications. Topics include wirer sizing, batteries, wire harnesses, distribution panels, electronic component installation, and electrical system troubleshooting, including generators operation and disassembly. Upon completion, students should be able to diagnose, test, and repair advanced electrical systems in marine applications and boats.

MSC 110 Training Cruise I 0 3 0 1
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: Full time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on the unique safety requirements aboard oceangoing vessels and the skills needed for oceanographic work. Upon completion, students should be able to safely live and work aboard an oceanographic research vessel conducting offshore scientific operations.

Class Lab Clinical Credit

MSC 112 Training Cruise II 0 3 0 1
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: Full time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on maintaining a 24-hour navigation log and weather watch and safely conducting over-the-side biological sampling operations. Upon completion, students should be able to maintain a weather log, plot a cruise track, and safely use biological sampling gear.

MSC 114 Training Cruise III 0 3 0 1
Prerequisites: Take MSC 112 or MSC 110
Corequisites: Full-time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on utilizing the navigational and hydrographical techniques needed to conduct an offshore bathymetric survey. Upon completion, students should be able to accurately navigate a vessel, gather bathymetric data, and prepare a depth contour plot of a predetermined quadrant.

MSC 120 Marine Software and Data Networks 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces software used in the marine industry and the network hardware required for data integration. Emphasis is placed on hydrographic/oceanographic software packages, and the use of serial communications, Ethernet, null modem, and USB technologies. Upon completion, students should be able to demonstrate an understanding of the various software applications and be able to integrate networking technologies when underway.

MSC 122 Boat Handling/Seamanship 2 3 03
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course covers the skills of boat handling, the practice of seamanship, and safety and survival in the marine environment. Topics include safe boat handling, seamanship under adverse conditions, fire fighting, man overboard rescue, PFDs, EPIRBs, distress signals, lifeboats, and life rafts. Upon completion, students should be able to competently operate small powerboats and demonstrate proficiency in the use of marine fire fighting and lifesaving equipment.

Class Lab Clinical Credit

MSC 124 Industrial Skills 1 4 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course offers a practical approach to the mechanical and technical skills needed by technicians in a variety of marine-related jobs. Topics include industrial safety, measurement systems, hand and power tools, fasteners, corrosion protection, project design, and construction and cost estimation. Upon completion, students should be able to safely use hand and/or power tools and understand a variety of measurement and pricing systems.

MSC 126 Marine Engines 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers fundamental theory, troubleshooting, and maintenance of marine engines and related equipment, especially outboards. Emphasis is placed on maintenance and operational procedures, including corrosion control, lubrication, propellers, carburetors, two-cycle theory, magneto ignition, batteries, starters, alternators, and trailers. Upon completion, students should be able to understand how a marine engine and related components work, perform minor repairs, and properly maintain them.

MSC 132 Fishing Gear Tech I 2 3 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course introduces modern rope seamanship and fishing gear theory, design, repair, and analysis as it relates to fisheries research. Emphasis is placed on various practical knots, rope splicing, marine hardware, biological sampling gear classifications, and the basics of net construction, repair, and design. Upon completion, students should be able to implement marlinspike skills; repair netted material; and identify, design, and construct various types of biological entrapment and entanglement gear.

MSC 134 Fishing Gear Tech II 1 2 0 2
Prerequisites: Take MSC 132
Corequisites: None

This course offers further experience and instruction in fishing gear theory and design and the collection and recording of biological data. Emphasis is placed on the general skills needed to design, construct, and repair complex sampling gear and be employed as a fisheries technician. Upon completion, students should be able to understand and apply fishing gear design and construction techniques and collect, compile, and record biological data.

Class Lab Clinical Credit

MSC 150 Marine Navigation 2 3 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course provides training in marine piloting and electronic navigation techniques. Topics include use of charts, instruments, navigational aids, compasses, nautical publications, RADAR, GPS, LORAN, and depth sounders, with an emphasis on plotting techniques. Upon completion, students should be able to demonstrate competence in the safe navigation of vessels utilizing and interpreting information obtained from navigational aids. Use of navigational computer software will also be introduced.

MSC 152 Marine Instrumentation 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the various types of oceanographic instrumentation used for the collection of data and samples by the oceanographic community. Emphasis is placed on data recording procedures, proper operation, safe handling, and calibration, maintenance, and repair of instruments. Upon completion, students should be able to safely and correctly use the instruments covered to conduct accurate field measurements.

MSC 160 Oceanography 4 0 0 4
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course provides a general description of the geology, chemistry, and physics of the oceans. Topics include a history of oceanography, bathymetry, plate tectonics, seawater chemistry and physics, atmospheric circulation, currents, waves, tides, sedimentation, and coastal geology. Upon completion, students should be able to describe bathymetric features, the chemistry and physics of seawater, atmospheric and ocean circulations, marine sediments, and coastal processes.

MSC 172 Marine Biology 2 3 0 3
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097 OR ENG 111
Corequisites: None

This course utilizes field trips to the beach, salt marsh, and other habitats to study marine animals and plants in their natural communities. Topics include divisions of the marine environment, distribution of life in the ocean, and the interrelationships of marine organisms in various habitats. Upon completion, students should be able to scientifically identify various marine species and describe the role they fill in their biological communities.

Class Lab Clinical Credit

MSC 174 Marine Inverteb Zoology 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the behavior and classification of marine invertebrates. Topics include identification, feeding behavior, reproduction, and symbiotic relationships of marine invertebrates. Upon completion, students should be able to identify and classify marine invertebrates and demonstrate an understanding of their basic anatomy and physiology.

MSC 180 Water Analysis 2 3 0 3
Prerequisites: None
Corequisites: None

This course covers the practical analysis of water samples with an emphasis on marine-oriented techniques and procedures. Topics include basic laboratory skills, microbiology techniques, and the use of wet chemistry and instruments to quantify chemically and biologically important parameters. Upon completion, students should be able to culture microbes, and measure pH, salinity, turbidity, dissolved oxygen, and nutrients in natural water samples.

MSC 210 Marine Envir Samp&Analysis 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces the fundamental principles used in the environmental assessment process and their applicability to environmental laws and policies. Emphasis is placed on characterizing sampling sites; understanding contaminant transport; developing and following sampling plans for the collection of various media; documenting field activities; following proper lab techniques and safety; and interpreting lab reports. Upon completion, students should be able to describe significant environmental regulations applicable to the marine environment, classes and typical sources of contaminants, and current sampling and laboratory techniques and quality control measures.

MSC 216 Training Cruise IV 0 3 0 1
Prerequisites: Take one set:
Take MSC 114, MSC 152, MSC 110 OR
Take MSC, 114 MSC 152, MSC 112
Corequisites: Full time Marine Technology enrollment or by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting standard hydrographic stations using various oceanographic samplers. Upon completion, students should be able to set up and conduct a hydrographic station and collect accurate data using various types of marine instrumentation.

Class Lab Clinical Credit

MSC 218 Training Cruise V 0 3 0 1
Prerequisites: Take one set:
Take MSC 152 and MSC 114
Take MSC 152 and MSC 216
Corequisites: Full time Marine Technology enrollment by permission of the department chair

This course covers the skills necessary to live and work safely aboard oceangoing research vessels. Emphasis is placed on conducting a broad range of oceanographic survey techniques, including chemical, meteorological, geological, physical, and biological surveys. Upon completion, students should be able to demonstrate competence in the skills required of a marine technician aboard an oceanographic or survey vessel.

MSC 220 Marine GIS 2 2 0 3
Prerequisites: Take MSC 120
Corequisites: None

This course introduces students to the software and data components of a Geographic Information System. Topics include data collection, management, and analysis, and the creation of marine-based GIS maps. Upon completion, students should be able to use GIS software in marine applications.

MSC 254 Marine Data Processing 1 3 0 2
Prerequisites: Take MSC 120 and MSC 152
Corequisites: MSC 256

This course introduces standard oceanographic procedures used to process and analyze oceanographic data. Emphasis is placed on the use of standard recording procedures and computer applications for processing and analyzing oceanographic data. Upon completion, students should be able to record and analyze oceanographic data using standard procedures along with computer-based applications.

MSC 256 Hydrographic Surveying 1 3 0 2
Prerequisites: Take MSC 120 and MSC 152
Corequisites: MSC 254

This course covers basic hydrographic survey and cartography techniques as they apply to marine research. Topics include topographic map bathymetric chart basics, contours, elevations, depths, coordinate systems, survey instruments, data collection and processing, modeling, and field surveys. Upon completion, students should be able to use topographic and bathymetric maps as a research tool and set up and conduct a basic survey.

MSC 276 Marine Vertebrate Zoo 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the behavior and classification of marine fishes, reptiles, birds, and mammals. Topics include identification, feeding behavior, reproduction, migration, and other marine vertebrate characteristics. Upon completion,

Class Lab Clinical Credit

students should be able to identify marine vertebrates and demonstrate an understanding of the methods marine vertebrates use to survive in the ocean.

MUS 110* Music Appreciation 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MUS 111* Fundamentals of Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music.

MUS 112* Introduction to Jazz 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

MUS 113* American Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music.

MUS 114* Non-Western Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a basic survey of the music of the non-Western world. Emphasis is placed on non-traditional instruments, sources, and performing practices. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of non-Western music.

Class Lab Clinical Credit

MUS 121* Music Theory 3 2 0 4
Prerequisites: None
Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS 122* Music Theory II 3 2 0 4
Prerequisites: Take MUS 121
Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS 123* Music Composition 0 2 0 1
Prerequisites: Take MUS 111 or MUS 121
Corequisites: None

This course provides a study of elementary forms and traditional approaches to the organization of melody, harmony, rhythm, etc. in musical composition. Emphasis is placed on using musical notation to create new musical works. Upon completion, students should be able to create short musical works using appropriate musical notation.

MUS 131* Chorus I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 132* Chorus II 0 2 0 1
Prerequisites: Take MUS 131
Corequisites: None

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

Class Lab Clinical Credit

MUS 135* Jazz Ensemble I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity for those who play an appropriate instrument to gain experience playing in a jazz ensemble. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 136* Jazz Ensemble II 0 2 0 1
Prerequisites: Take MUS 135
Corequisites: None

This course is a continuation of MUS 135. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 137* Orchestra I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity for those who play an orchestral instrument to gain experience playing in an ensemble. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 138* Orchestra II 0 2 0 1
Prerequisites: Take MUS 137
Corequisites: None

This course is a continuation of MUS 137. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 141* Ensemble I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

Class Lab Clinical Credit

MUS 142* Ensemble II 0 2 0 1
Prerequisites: Take MUS 141
Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 151* Class Music I 0 2 0 1
Prerequisites: None
Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS 152* Class Music II 0 2 0 1
Prerequisites: MUS 151
Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.

MUS 161* Applied Music I 1 2 0 2
Prerequisites: None
Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 161P for piano.

MUS 162* Applied Music II 1 2 0 2
Prerequisites: MUS 161
Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 162P for piano.

Class Lab Clinical Credit

MUS 210* History of Rock Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras.

MUS 211* History of Country Music 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music.

MUS 212* American Musical Theatre 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers the origins and development of the musical from Show Boat to the present. Emphasis is placed on the investigation of the structure of the musical and its components through listening and analysis. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music.

MUS 214* Electronic Music 1 2 0 2
Prerequisites: Take MUS 111
Corequisites: None

This course provides an opportunity to study and explore various electronic instruments and devices. Emphasis is placed on fundamental MIDI applications and implementation, features and application of sequences, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered.

MUS 215* Electronic Music II 1 2 0 2
Prerequisites: Take MUS 214
Corequisites: None

This course is a continuation of MUS 214. Emphasis is placed on advanced MIDI applications and implementation and continued work with sequencers, sound modules, and digital keyboards. Upon completion, students should be able to demonstrate proficiency by creation of appropriate musical projects using the equipment and techniques covered.

Class Lab Clinical Credit

MUS 221* Music Theory III 3 2 0 4
Prerequisites: Take MUS 122
Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above.

MUS 222* Music Theory IV 3 2 0 4
Prerequisites: Take MUS 221
Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era-compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be to demonstrate proficiency in the recognition and application of the above.

MUS 231* Chorus III 0 2 0 1
Prerequisites: Take MUS 132
Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 232* Chorus IV 0 2 0 1
Prerequisites: Take MUS 231
Corequisites: None

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance.

MUS 235* Jazz Ensemble III 0 2 0 1
Prerequisites: Take MUS 136
Corequisites: None

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 236* Jazz Ensemble IV 0 2 0 1
Prerequisites: Take MUS 235
Corequisites: None

This course is a continuation of MUS 136. Emphasis is placed on jazz ensemble techniques and the study and performance of a variety of styles and periods of styles and periods of jazz literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 237* Orchestra III 0 2 0 1
Prerequisites: Take MUS 138
Corequisites: None

This course is a continuation of MUS 138. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 238* Orchestra IV 0 2 0 1
Prerequisites: Take MUS 237
Corequisites: None

This course is a continuation of MUS 237. Emphasis is placed on orchestral techniques and the study and performance of a variety of styles and periods of orchestral and string ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 241* Ensemble III 0 2 0 1
Prerequisites: Take MUS 142
Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 242* Ensemble IV 0 2 0 1
Prerequisites: Take MUS 241
Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance.

MUS 251* Class Music III 0 2 0 1
Prerequisites: Take MUS 152
Corequisites: None

This course is a continuation of MUS 152. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 251P for piano.

MUS 252* Class Music IV 0 2 0 1
Prerequisites: Take MUS 251
Corequisites: None

This course is a continuation of MUS 251. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example, MUS 252P for piano.

MUS 253* Big Band 0 2 0 1
Prerequisites: None
Corequisites: None

This course includes the Big Band instrumentation of five saxes, four trumpets, four trombones, and four-piece rhythm section (bass, piano, drums, and guitar). Emphasis is placed on learning the repertoire specifically written for Big Band instrumentation. Upon completion, students should be able to demonstrate skills needed to participate in performance of Big Band music.

MUS 261* Applied Music III 1 2 0 2
Prerequisites: Take MUS 162
Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 261P for piano.

MUS 262* Applied Music IV 1 2 0 2
Prerequisites: Take MUS 261
Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. Colleges may use a letter suffix to designate a specific instrument or voice, for example MUS 262P for piano.

NET 110 Networking Concepts 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to the networking field. Topics include network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks

Class Lab Clinical Credit

related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 111 Internetwk Arch & Design 2 2 0 3
Prerequisites: Take CIS 282 OR NET 110
Corequisites: None

This course introduces the physical and logical design of local area networks, wide area networks, and networking devices used in the design implementation and integration. Topics include LAN segmentation, VLANS, IP addressing, router, switch, and server placement with an emphasis on design. Upon completion, students should be able to understand fundamental LAN and WAN design and the physical and logical aspects needed to achieve the design goal.

NET 116 Fund of Voice/Data Cable 2 2 0 3
Prerequisites: Take CIS 110, CIS 111 OR CTS 125
Corequisites: None

This introductory course to voice and data cabling focuses on cabling issues related to data and voice connections. Topics include skills in design documentation, determining cabling equipment, pulling, mounting and managing cable, selecting wiring closets, terminating cable, installing jacks, and testing cable. Upon completion, students should be able to understand of the industry, media and cabling, physical and logical networks, and signal transmission.

NET 125 Networking Basics 1 4 0 3
Prerequisites: None
Corequisites: Take CIS 110

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

NET 126 Routing Basics 1 4 0 3
Prerequisites: Take NET 125
Corequisites: None

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

Class Lab Clinical Credit

NET 225 Routing & Switching I 1 4 0 3
Prerequisites: Take NET 126
Corequisites: None

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 Routing & Switching II 1 4 0 3
Prerequisites: Take NET 225
Corequisites: None

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NOS 110 Operating System Concepts 2 3 0 3
Prerequisites: None
Corequisites: Take CIS 110 or CIS 111

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 130 Windows Single User 2 2 0 3
Prerequisites: Take NOS 110, or CTI 130 CET 211
Corequisites: None

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 Windows Admin I 2 2 0 3
Prerequisites: Take NOS 130
Corequisites: None

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users,

Class Lab Clinical Credit

computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

NUC 110 Nuclear Reactor Systems 3 0 0 3
Prerequisites: Take one set:
Take ENG 111, MAT 121
Take ENG 111, MAT 171
Corequisites: Take NUC 120

This course provides an introduction to nuclear power plants. Topics include the description and function of each major component of the primary and secondary systems. Upon completion, students should be able to demonstrate a working knowledge of major nuclear energy power systems and processes including their application during refueling operations.

NUC 120 Nuclear Reactor Theory 4 0 0 4
Prerequisites: Take one set:
Take MAT 122 and ENG 111
Take MAT 172 and ENG 111
Corequisites: Take NUC 110

This course covers the fundamental operating theory of boiling water reactors used by electric utilities. Topics include nuclear fission, radioactivity, radiation, reactivity effects from control rods, fission products, and the burnable poisons created during reactor steady-state and transient operations. Upon completion, students should be able to demonstrate a working knowledge of the neutron life cycle, reactor kinetics, reactivity coefficients, and the effects from xenon.

NUC 130 Applied NDE-Nuclear 1 2 0 2
Prerequisites: Completion of one of the following:
Take ENG 085, RED 080, MAT 121(S23927)
Take RED 090, MAT 121(S23927)
Take DRE 097, MAT 121(S23927)
Take ENG 111(S24022) MAT 121(S23927)
Take ENG 085, RED 080, MAT 171(S23934)
Take RED 090, MAT 171(S23934)
Take DRE 097, MAT 171(S23934) OR
Take ENG 111(S24022), MAT 171(S23934)
Corequisites: None

This course introduces the principles of nondestructive examination (NDE) of the quality of stainless steel pipe, reactor vessel, and nozzle welds. Topics include practical applications of visual inspection along with dye penetrant, magnetic particle, ultrasonic, and radiographic testing, of acceptable and unacceptable welds. Upon completion, students should be able to select and apply the proper testing method to detect surface and subsurface flaws.

Class Lab Clinical Credit

NUC 210 Nuclear Steam Plant Systems 3 2 0 4
Prerequisites: NUC 110 and NUC 120

This course provides the student with detailed knowledge of the secondary systems in a nuclear power plant, their interface with the primary systems, and the operation and control of these components and systems. Topics include steam generators, main steam systems, condensate and feed water systems, main turbines, main generators and support, control systems, and plant auxiliary systems. Upon completion, students should be able to describe nuclear plant secondary systems, functioning of components, the interactions between the systems parts, the interactions between the various secondary systems, and the interactions between the secondary and primary systems and the control of these systems.

NUC 220 Nuclear Primary Plant Systems 3 2 0 4
Prerequisites: NUC110 and NUC 120
Corequisites: None

This course provides the student with detailed knowledge of the primary systems in a nuclear power plant and their interface with the secondary systems and the operation and control of these components and systems. Topics include containment systems, radiation protection systems including components and testing devices, primary systems such as the reactor, reactor vessel, reactor coolant, and reactor coolant pumps, system pressure and water level controls, and refueling systems and reactor safety systems. Upon completion, students should be able to describe nuclear plant primary systems, functioning of components, the interactions between the systems parts, the interactions between the various secondary systems, and the interactions between the secondary and primary systems and the control of these systems.

NUR 101 Practical Nursing I 7 6 6 11
Prerequisites: Enrollment in the Practical Nursing program
Corequisites: Take BIO 163, PSY 150

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 102 Practical Nursing II 8 0 12 12
Prerequisites: Take One Set:
Set: Take NUR 101, BIO 163, PSY 150
Set: Take NUR 101, BIO 168, BIO 169, PSY 150
Corequisites: Take PSY 241 and ENG 111

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles.

Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 103 Practical Nursing III 6 0 12 10
Prerequisites: Take NUR 102, PSY 241
Corequisites: None

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span.

NUR 107 LPN Refresher 9 0 9 12
Prerequisites: Completion of an LPN program
Verification of Previous Licensure as an LPN
Corequisites: None

This refresher course is designed to provide an independent didactic review for the previously licensed Practical Nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

NUR 111 Intro to Health Concepts 4 6 6 8
Prerequisites: Admission to ADN Program
Corequisites: Take BIO 168, PSY 150

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 Health-Illness Concepts 3 0 6 5
Prerequisites: Take NUR 111, BIO 168, PSY 150
Corequisites: Take BIO 169, PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 Family Health Concepts 3 0 6 5
Prerequisites: Take NUR 111, NUR 114, PSY 241, BIO 169
Corequisites: Take CIS 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 Holistic Health Concepts 3 0 6 5
Prerequisites: Take NUR 111, NUR 112
Corequisites: Take BIO 169, PSY 241

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 211 Health Care Concepts 3 0 6 5
Prerequisites: Take NUR 111, NUR 113
Corequisites: Take BIO 175, ENG 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 Health System Concepts 3 0 6 5
Prerequisites: Take NUR 111, NUR 211
Corequisites: Take BIO 175, ENG 111

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Class Lab Clinical Credit

NUR 213 Complex Health Concepts 4 3 15 10
Prerequisites: Take BIO 175, ENG 111, NUR 111
Corequisites: Take One Set:
Take ENG 114, NUR 112 NUR 113, NUR 114, NUR 211, NUR 212
Take ENG 112, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUT 110 Nutrition 3 0 0 3
Prerequisites: None
Corequisites: None

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

OMT 156 Problem-Solving Skills 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides a foundation for creating constructive relationships and presents the processes behind problem solving for groups and individuals. Emphasis is placed on building constructive relationships, confronting issues, winning support, and the basic processes of problem solving. Upon completion, students should be able to enhance relationships with others and apply a systematic approach to problem solving.

OST 131 Keyboarding 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 136 Word Processing 2 2 0 3
Prerequisites: Take CIS 110 or CIS 111 or OST 131
Corequisites: None

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

Class Lab Clinical Credit

OST 148 Medical Coding, Billing and Insurance 3 0 0 3
Prerequisites: Take OST 248
Corequisites: None

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

OST 149 Med Legal Issues 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. *This course is also available through the Virtual Learning Community (VLC).*

OST 164 Text Editing Applications 3 0 0 3
Prerequisites: Take One Set:
Set: ENG 090 and RED 090
Set: ENG 098
Set: DRE 098
Corequisites: Take ENG 111

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is place on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 241 Med Ofc Transcription I 1 2 0 2
Prerequisites: Take One Set:
Set: MED 121, BIO 163, MED 122, OST 136, OST 164
Set: OST 141, BIO 168, MED 122, OST 136, OST 164
Set: MED 121, BIO 168, MED 122, OST 136, OST 164
Set: OST 141, BIO 163, MED 122, OST 136, OST 164
Corequisites: None

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials

Class Lab Clinical Credit

as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

OST 242 Med Ofc Transcription II 1 2 0 2
Prerequisites: Take OST 241
Corequisites: None

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

OST 243 Medical Office Simulation 2 2 0 3
Prerequisites: Take OST 131 and OST 148
Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 247 Procedure Coding 1 2 0 2
Prerequisites: Take One Set:
Set: Take MED 121 and MED 122
Set: Take OST 141 and OST 142
Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS rules for Medicare billing. Upon completion, students should be able to properly code procedures and services performed by physicians in ambulatory settings.

OST 248 Diagnostic Coding 1 2 0 2
Prerequisites: Take One Set:
Set: Take MED 121 and MED 122
Set: Take OST 141 and OST 142
Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

Class Lab Clinical Credit

OST 289 Administrative Office Mgt 2 2 0 3
Prerequisites: Take One Set:
Set: OST 134, OST 14,8 OST 164, OST 134 or OST 136, OST 148 and OST 164
Set: Take OST 136, OST 148, OST 164
Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

OTA 110 Fundamentals of OT 2 3 0 3
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: Take One Set:
Set: BIO 165, OTA 120, OTA 140
Set: BIO 168, OTA 120, OTA 140

This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference. Students will also begin exploration of medical terminology and abbreviations found within health care.

OTA 120 OT Media I 1 3 0 2
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: Take OTA 110, OTA 140

This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.

OTA 130 Assessment Skills 2 3 0 3
Prerequisites: Take OTA 120, OTA 140
Corequisites: Take OTA 110, OTA 150, OTA 161, OTA 170

This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation,

Class Lab Clinical Credit

movement, perception/cognition, affect, self-care, and work-related skills.

OTA 140 Professional Skills I 0 3 0 1
Prerequisites: Enrollment in the Occupational Therapy Assistant Program
Corequisites: Take OTA 110, OTA 120

This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of OTAs/OTs, and participate in acceptable supervision, documentation, and scheduling.

OTA 150 Life Span Skills I 2 3 0 3
Prerequisites: Take OTA 110, OTA 120, OTA 140
Corequisites: Take OTA 130, OTA 161, PSY 241 OTA 170

This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

OTA 161 Fieldwork I-Placement I 0 0 3 1
Prerequisites: Take OTA 120, OTA 140, OTA 110
Corequisites: Take OTA 130, OTA 150, OTA 170

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 162 Fieldwork I-Placement II 0 0 3 1
Prerequisites: Take OTA 120, OTA 140, OTA 150, OTA 161, OTA 170
Corequisites: Take OTA 130, OTA 220

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

Class Lab Clinical Credit

OTA 163 Fieldwork I-Placement III 0 0 3 1
Prerequisites: Take OTA 120, OTA 140, OTA 220
Corequisites: Take Take One Set:
Set: Take MED 121 and MED 122
Set: Take OST 141 and OST 142,
OTA 130, OTA 180, OTA 240, OTA 250

This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

OTA 170 Physical Dysfunction 2 3 0 3
Prerequisites: OTA 110, OTA 120, OTA 140
Corequisites: OTA 130, OTA 150, OTA 161

This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment. Kinesiology and fundamentals of movement analysis will also be included in this course.

OTA 180 Psychosocial Dysfunction 2 3 0 3
Prerequisites: OTA 220 and PSY 281
Corequisites: OTA 130, OTA 163, OTA 240, OTA 250

This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.

OTA 220 Media II 1 6 0 3
Prerequisites: OTA 120, OTA 130, OTA 150, OTA 161, OTA 170
Corequisites: OTA 162

This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.

OTA 240 Professional Skills II 0 3 0 1
Prerequisites: OTA 140, OTA 220
Corequisites: OTA 163, OTA 180, OTA 250

This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks.

OTA 250 Life Span Skills II 2 3 0 3
Prerequisites: OTA 220
Corequisites: OTA 163, OTA 170, OTA 180, OTA 240, PSY 241

This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/ chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/ losses in various settings.

OTA 260 Fieldwork II-Placement I 0 0 18 6
Prerequisites: Completion of all OTA Program Didactic Coursework
Corequisites: OTA 261

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

OTA 261 Fieldwork II-Placement II 0 0 18 6
Prerequisites: Completion of OTA Program Didactic Coursework
Corequisites: OTA 260

This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

PBT 100 Phlebotomy Technology 5 2 0 6
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PBT 101

This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques.

PBT 101 Phlebotomy Practicum 0 0 9 3
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PBT 100

This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.

PCI 162 Instrumentation Controls 2 3 0 3
Prerequisites: ELC 111 or ELC 131
Corequisites: None

This course surveys industrial process control instrumentation concepts, devices, and systems. Topics include process control devices and process control applications associated with industrial instrumentation. Upon completion, students should be able to demonstrate a basic understanding of the various industrial process control and instrumentation systems.

PCI 261 Process Measurement 2 3 0 3
Prerequisites: PCI 162
Corequisites: None

This course introduces the concepts associated with the measurement of different process variables. Topics include theory and applications involved with the process variables of flow, level, pressure, and temperature. Upon completion, students should be able to understand basic process measurements and demonstrate the ability to calibrate process control instrumentation.

Class Lab Clinical Credit

PCI 262 Intro to Process Control 3 3 0 4
Prerequisites: Take ELC 131
Corequisites: Take PCI 261

This course introduces process control and related instrumentation devices. Topics include basic process control theory, PID diagrams, and calibration methods associated with transducers, transmitters, control valves, and related process devices. Upon completion, students should be able to understand and troubleshoot basic process control devices and systems.

PED 110* Fit and Well for Life 1 2 0 2
Prerequisites: Take one set:
Set: Take RED 080, MAT 060
Set: Take ENG 085, MAT 060
Set: Take RED 090, MAT 060
Set: Take ENG 095, MAT 060
Set: Take ENG 111, MAT 060
Set: Take RED 080, DMA 010, DMA 020, DMA 030
Set: Take ENG 085, DMA 010, DMA 020, DMA 030
Set: Take RED 090, DMA 010, DMA 020, DMA 030
Set: Take ENG 095, DMA 010, DMA 020, DMA 030
Set: Take ENG 111, DMA 010, DMA 020, DMA 030
Set: Take DRE 097, DMA 010, DMA 020, DMA 030
Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Note: Most PED 110 distance learning courses require membership at an approved commercial facility.

PED 113* Aerobics I 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Class Lab Clinical Credit

PED 117* Weight Training 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Note: This course requires membership to an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.

PED 120* Walking for Fitness 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 122* Yoga I 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 123 Yoga II 0 2 0 1
Prerequisites: Take PED 122
Corequisites: None

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clinical Credit

PED 124* Run, Swim, Cycle 0 3 0 1
Prerequisites: None
Corequisites: None

This course introduces the sport of the triathlon. Topics include the rules, equipment, and skills necessary for the triathlon. Upon completion, students should be able to participate in a triathlon competition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Note: This course requires membership to an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.

PED 125* Self-Defense-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 128* Golf-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 129* Golf-Intermediate 0 2 0 1
Prerequisites: Take PED 128
Corequisites: None

This course the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Class Lab Clinical Credit

PED 130* Tennis-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/ or elective course requirement.*

Note: The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.

PED 131* Tennis-Intermediate 0 2 0 1
Prerequisites: Take PED 130
Corequisites: None

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Note: The first class meeting is always on the CFCC campus, subsequent classes will meet at an off-campus site.

PED 132* Racquetball-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Note: This course requires membership at an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.

PED 143* Volleyball-Beginning 0 2 0 1
Prerequisites: None
Corequisites: None

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, student should be able to participate in recreational volleyball.

Course	Class	Lab	Clinical	Credit
PED 145* Basketball-Beginning	0	2	0	1

Prerequisites: None
Corequisites: None

This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball.

Course	Class	Lab	Clinical	Credit
PED 147* Soccer	0	2	0	1

Prerequisites: None
Corequisites: None

This course introduces the basics of soccer. Emphasis is placed on rules, strategies, and fundamental skills. Upon completion, students should be able to participate in recreational soccer.

Note: The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.

Course	Class	Lab	Clinical	Credit
PED 148* Softball	0	2	0	1

Prerequisites: None
Corequisites: None

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

Note: The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.

Course	Class	Lab	Clinical	Credit
PED 149* Flag Football	0	2	0	1

Prerequisites: None
Corequisites: None

This course introduces the fundamentals and rules of flag football. Emphasis is placed on proper techniques and strategies for playing game situations. Upon completion, students should be able to participate in recreational flag football.

Note: The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.

Course	Class	Lab	Clinical	Credit
PED 154* Swimming for Fitness	0	3	0	1

Prerequisites: None
Corequisites: None

This course introduces lap swimming, aquacises, water activities, and games. Emphasis is placed on increasing cardiovascular efficiency through aquatic exercise. Upon completion, students should be able to develop an individualized aquatic fitness program.

Note: This course requires membership to an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.

Course	Class	Lab	Clinical	Credit
PED 170* Backpacking	0	2	0	1

Prerequisites: None
Corequisites: None

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience.

Note: This course requires an overnight camping trip. Contact Doc Wilson at dwilson@cfcc.edu for more information.

Course	Class	Lab	Clinical	Credit
PED 210* Team Sports	0	3	0	1

Prerequisites: None
Corequisites: None

This course introduces the fundamentals of popular American team sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion, students should be able to demonstrate knowledge of the sports covered.

Course	Class	Lab	Clinical	Credit
PED 211* New Games	0	2	0	1

Prerequisites: None
Corequisites: None

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games.

Note: The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.

Course	Class	Lab	Clinical	Credit
PED 216* Indoor Cycling	0	3	0	1

Prerequisites: None
Corequisites: None

This course is designed to promote physical fitness through indoor stationary cycling. Emphasis is placed on pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should have improved cardiovascular and muscular endurance and be able to design and participate in a cycling for fitness program.

Note: This course requires membership to an approved commercial facility. Membership costs approximately $144.00 (subject to change). No textbook is required. The first class meeting is always on the CFCC campus, and subsequent classes will meet at the off-campus site.

Class Lab Clinical Credit

PED 219* Disc Golf 0 2 0 1
Prerequisites: None
Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations.

Note: The first class meeting is always on the CFCC campus, and subsequent classes will meet at an off-campus site.

PHI 210* History of Philosophy 3 0 0 3
Prerequisites: ENG 111
Corequisites: None

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied.

PHI 215* Philosophical Issues 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHI 220* Western Philosophy I 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from the early Greeks through the medievalists. Emphasis is placed on such figures as the pre-Socratics, Plato, Aristotle, Epicurus, Epictetus, Augustine, Suarez, Anselm, and Aquinas. Upon completion, students should be able to trace the development of leading ideas regarding reality, knowledge, reason, and faith.

PHI 221 Western Philosophy II 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course covers Western intellectual and philosophic thought from post-medievalists through recent thinkers. Emphasis is placed on such figures as Descartes, Spinoza, Leibnitz, Locke, Berkeley, Hume, Kant, Hegel, Marx, Mill, and representatives of pragmatism, logical positivism, and existentialism. Upon completion, students should be able to trace the development of leading ideas concerning knowledge, reality, science, society, and the limits of reason.

Class Lab Clinical Credit

PHI 230* Introduction to Logic 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces basic concepts and techniques for distinguishing between good and bad reasoning. Emphasis is placed on deduction, induction, validity, soundness, syllogisms, truth functions, predicate logic, analogical inference, common fallacies, and scientific methods. Upon completion, students should be able to analyze arguments, distinguish between deductive and inductive arguments, test validity, and appraise inductive reasoning.

PHI 240* Introduction to Ethics 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHI 250 Philosophy of Science 3 0 0 3
Prerequisites: Take ENG 111 and MAT 171
Corequisites: None

This course introduces the concepts of empirical observations and laws and their role in scientific explanation, prediction, and theory formation. Topics include the relationship between the philosophy of science and inductive/deductive logic, analytic philosophy, logical empiricism, and explanatory paradigms. Upon completion, students should be able to describe the development and role of scientific explanation, prediction, theory formation, and explanatory paradigms in the natural and social sciences.

PHM 110 Introduction to Pharmacy 3 0 0 3
Prerequisites: Enrollment In the Pharmacy Technology program
Corequisites: None

This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain

Class Lab Clinical Credit

the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I 3 3 0 4
Prerequisites: Enrollment in the Pharmacy Technology program
Corequisites: Take PHM 110, 115, 115A, BIO 163

This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115 Pharmacy Calculations 3 0 0 3
Prerequisites: None
Corequisites: Take PHM 110, PHM 111, PHM 115A, BIO 163

This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

PHM 115A Pharm Calculations Lab 0 2 0 1
Prerequisites: None
Corequisites: Take PHM 110, PHM 111, PHM 115, BIO 163

This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products 3 3 0 4
Prerequisites: Take PHM 110, 111
Corequisites: Take PHM 120, 136

This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

Class Lab Clinical Credit

PHM 120 Pharmacology I 3 0 0 3
Prerequisites: Take PHM 110, 111
Corequisites: Take PHM 118, 136

This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125 Pharmacology II 3 0 0 3
Prerequisites: Take PHM 110, 111, 120
Corequisites: Take PHM 133, 140

This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 133 Pharmacy Clinical 0 0 9 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers

PHM 135 Pharmacy Clinical 0 0 15 5
Prerequisites: None
Corequisites: None

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 136 Pharmacy Clinical 0 0 18 6
Prerequisites: Take PHM 110, 111
Corequisites: Take PHM 118, 120

This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed

Class Lab Clinical Credit

on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140 Trends in Pharmacy 2 0 0 2
Prerequisites: Take PHM 110, PHM 111
Corequisites: Take PHM 125, PHM 133, PHM 140

This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 150 Hospital Pharmacy 3 3 0 4
Prerequisites: None
Corequisites: Take PHM 118

This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

PHM 155 Community Pharmacy 2 2 0 3
Prerequisites: None
Corequisites: None

This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

PHM 160 Pharm Dosage Forms 3 0 0 3
Prerequisites: None
Corequisites: None

This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

Class Lab Clinical Credit

PHM 165 Pharmacy Prof Practice 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

PHM 265 Professional Issues 3 0 0 3
Prerequisites: Take PHM 165
Corequisites: None

This course provides a comprehensive discussion of topics common to the practice of the pharmacy technician. Emphasis is placed on application of professional competencies including legal/ethical issues, leadership/management concepts and employability skills. Upon completion, students should be able to demonstrate competence in pharmacy workplace skills and leadership/management roles.

PHY 110* Conceptual Physics 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: Take PHY 110A

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY 110A* Conceptual Physics Lab 0 2 0 1
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Corequisites: Take PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY 131 Physics-Mechanics 3 2 0 4
Prerequisites: Take one: ENG 095, RED 090, DRE 098
OR ENG 111
Take MAT 121 or MAT 171
Corequisites: None

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields.

Class Lab Clinical Credit

Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 132 Physics-Elec & Magnetism 3 2 0 4
Prerequisites: Take PHY 131
Corequisites: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, student should be able to apply the principles studied to applications in engineering technology fields. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. *This course may meet the SACS natural science requirement for AGE, AAS, DIP, or CER program.*

PHY 151* College Physics I 3 2 0 4
Prerequisites: Take MAT 171
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PHY 152* College Physics II 3 2 0 4
Prerequisites: Take PHY 151
Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

Class Lab Clinical Credit

PLU 110 Modern Plumbing 4 15 0 9
Prerequisites: None
Corequisites: None

This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 111 Intro to Basic Plumbing 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

PLU 120 Plumbing Applications 4 15 0 9
Prerequisites: None
Corequisites: None

This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU 130 Plumbing Systems 3 9 0 6
Prerequisites: None
Corequisites: None

This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system

PLU 140 Intro to Plumbing Codes 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

	Class	Lab	Clinical	Credit
PLU 150 Plumbing Diagrams	1	2	0	2

Prerequisites: None
Corequisites: None

This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

	Class	Lab	Clinical	Credit
PLU 160 Plumbing Estimates	1	2	0	2

Prerequisites: None
Corequisites: None

This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

	Class	Lab	Clinical	Credit
PMT 110 Introduction to Project Management	3	0	0	3

Prerequisites: Take BUS 110
Corequisites: None

This course introduces project management fundamentals and principles for organizing, planning, implementing, and controlling nonroutine activities to achieve schedule, budget and performance objectives. Topics include project life cycles; work breakdown structures; responsibility matrixes; as well as planning and control methods such as PERT/CPM and Gantt charts. Upon completion, students should be able to demonstrate knowledge, strategies, and techniques needed to create and execute plans for project development and management.

	Class	Lab	Clinical	Credit
POL 110* Intro Political Science	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems.

	Class	Lab	Clinical	Credit
POL 120* American Government	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

	Class	Lab	Clinical	Credit
POL 130* State & Local Government	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual.

	Class	Lab	Clinical	Credit
POL 210* Comparative Government	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems.

	Class	Lab	Clinical	Credit
POL 220* International Relations	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nationstates. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, nongovernmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems.

	Class	Lab	Clinical	Credit
POL 250* Intro to Political Theory	3	0	0	3

Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces students to normative political theory and examines basic questions and issues about the nature and purpose of politics. Emphasis is placed on the classical and

Class Lab Clinical Credit

modern political theories of Plato, Aristotle, Hobbes, Locke, Rousseau, Mill, and Marx. Upon completion, students should be able to discuss and evaluate normative political theories about the nature and purpose of politics.

PSY 118 Interpersonal Psychology 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development

PSY 150* General Psychology 3 0 0 3
Prerequisites: Completion of one of the following:
Grade of “C” or better in RED 090
Grade of “C” or better in ENG 095
Grade of “C” or better in DRE 098
Required placement test score(s)
Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

PSY 211* Psychology of Adjustment 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment.

PSY 241* Developmental Psych 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span.

Class Lab Clinical Credit

PSY 259* Human Sexuality 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality.

PSY 263* Educational Psychology 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice.

PSY 281* Abnormal Psychology 3 0 0 3
Prerequisites: Take PSY 150
Corequisites: None

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques.

RAD 110 Rad Intro & Patient Care 2 3 0 3
Prerequisites: None
Corequisites: Take RAD 111, and RAD 151

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 RAD Procedures I 3 3 0 4
Prerequisites: None
Corequisites: Take RAD 110, and RAD 151

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed

Class Lab Clinical Credit

on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 RAD Procedures II 3 3 0 4
Prerequisites: Take RAD 110, RAD 111,and RAD 151
Corequisites: None

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 Radiographic Imaging I 2 3 0 3
Prerequisites: Take RAD 110, RAD 111 and RAD 151
Corequisites: Take RAD 112 and RAD 161

This course provides the basic principles of imaging. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of basic radiographic imaging.

RAD 122 Radiographic Imaging II 1 3 0 2
Prerequisites: Take RAD 112, RAD 121, and RAD 161
Corequisites: Take RAD 131 and RAD 171

This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

RAD 131 Radiographic Physics I 1 3 0 2
Prerequisites: Take RAD 121
Corequisites: Take RAD 122 and RAD 171

This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate a basic understanding of radiation characteristics and production.

RAD 151 RAD Clinical Ed I 0 0 6 2
Prerequisites: None
Corequisites: Take RAD 110 and RAD 111

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

Class Lab Clinical Credit

RAD 161 RAD Clinical Ed II 0 0 15 5
Prerequisites: Take RAD 110, RAD 111, and RAD 151
Corequisites: Take RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 RAD Clinical Ed III 0 0 12 4
Prerequisites: Take RAD 112, RAD 121 and RAD 161
Corequisites: Take RAD 122 and RAD 131

This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 181 RAD Clinical Elective 0 0 3 1
Prerequisites: Enrollment in the Radiography Program
Corequisites: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

RAD 211 RAD Procedures III 2 3 0 3
Prerequisites: Take RAD 122, RAD 131 and RAD 171
Corequisites: Take RAD 231, RAD 241 and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy, and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 Radiographic Physics II 1 3 0 2
Prerequisites: Take RAD 171 or RAD 131
Corequisites: Take RAD 211, RAD 241 and RAD 251

This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

Class Lab Clinical Credit

RAD 241 Radiobiology Protection 2 0 0 2
Prerequisites: Take RAD 122, RAD 131 and RAD 171
Corequisites: Take RAD 211, RAD 231 and RAD 251

This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 245 Image Analysis 1 3 0 2
Prerequisites: Take RAD 211, RAD 231, RAD 241 and RAD 251
Corequisites: Take RAD 261 and RAD 271

This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control, and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

RAD 251 RAD Clinical Ed IV 0 0 21 7
Prerequisites: Take RAD 122, RAD 131 and RAD 171
Corequisites: Take RAD 211, RAD 231 and RAD 241

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 RAD Clinical Ed V 0 0 21 7
Prerequisites: Take RAD 251
Corequisites: Take RAD 245 and RAD 271

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 Radiography Capstone 0 3 0 1
Prerequisites: Take RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245, RAD 261

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

Class Lab Clinical Credit

RAD 281 RAD Clinical Elective 0 0 3 1
Prerequisites: Take RAD 161
Corequisites: None

This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives.

REL 110* World Religions 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL 111* Eastern Religions 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL 112* Western Religions 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied.

REL 211* Intro to Old Testament 3 0 0 3
Prerequisites: Take one: ENG 095, RED 09,0 DRE 098 OR ENG 111
Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature.

Class Lab Clinical Credit

REL 212* Intro to New Testament 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature.

REL 221* Religion in America 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America.

RLS 112 Broker Prelicensing 5 0 0 5
Prerequisites: None
Corequisites: None

This course provides basic instruction in real estate principles and practices. Topics include law, finance, brokerage, closing, valuation, management, taxation, mathematics, construction, land use, property insurance, and NC License Law and Commission Rules. Upon completion, students should be able to demonstrate basic knowledge and skills necessary for real estate sales.

RLS 113 Real Estate Mathematics 2 0 0 2
Prerequisites: None
Corequisites: None

This course provides basic instruction in business mathematics applicable to real estate situations. Topics include area computations, percentage of profit/loss, bookkeeping and accounting methods, appreciation and depreciation, financial calculations and interest yields, property valuation, insurance, taxes, and commissions. Upon completion, students should be able to demonstrate proficiency in applied real estate mathematics.

RLS 121 Broker Relationships 2 0 0 2
Prerequisites: Take RLS 112
Corequisites: None

This course provides post-licensing instruction in broker relationships and responsibilities when working with residential sellers and buyers. Topics include agency relationships and duties, agency contracts and disclosure, and the practical aspects of working with residential buyers and sellers. Upon completion, students should be able to demonstrate knowledge and skills necessary to effectively work with residential buyers/sellers according to law and prevailing practices.

Class Lab Clinical Credit

RLS 122 Contracts and Closing 2 0 0 2
Prerequisites: Take RLS 112
Corequisites: None

This course provides post-licensing instruction in broker responsibilities relating to real estate sales contracts, contract procedures, the Real Estate Settlement Procedures Act and closings. Topics include contract law concepts, residential sales contract preparation and procedures, closing procedures and closing statement preparation. Upon completion, students should be able to handle sales contract negotiations, prepare residential sales contracts, assist sellers/buyers prepare for closing and verify closing statements.

RLS 123 Select Real Estate Issues 2 0 0 2
Prerequisites: Take RLS 112
Corequisites: None

This course provides post-licensing instruction in real estate on selected topics of special importance to licensees. Topics include commercial real estate brokerage, residential property management, land use controls, loan fraud, license law, fair housing, establishing a brokerage firm, and manufactured/modular homes. Upon completion, students should be able to demonstrate knowledge of commercial real estate brokerage, residential property management, and the other topics addressed in this course.

SEC 110 Security Concepts 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

SEC 160 Security Administration I 2 2 0 3
Prerequisites: Take SEC 110 and NET 110 OR SEC 110 and NET 125
Corequisites: None

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses.

SEC 260 Security Admin II 2 2 0 3
Prerequisites: Take SEC 160
Corequisites: None

This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions.

SOC 210* Introduction to Sociology 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This is a Universal General Education Transfer Component (UGETC) course. [SBCC/BOG 02/21/14]

SOC 213* Sociology of the Family 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change.

SOC 220* Social Problems 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER programs.*

SOC 230* Race and Ethnic Relations 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This course may meet the SACS social/behavioral science requirement for AA, AS, AFA, AGE, AAS, DIP, or CER programs.*

SOC 232* Social Context of Aging 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course provides an overview of the social implications of the aging process. Emphasis is placed on the roles of older adults within families, work and economics, politics, religion, education, and health care. Upon completion, students should be able to identify and analyze changing perceptions, diverse lifestyles, and social and cultural realities of older adults.

SOC 234* Sociology of Gender 3 0 0 3
Prerequisites: Take SOC 210
Corequisites: None

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women.

SOC 240* Social Psychology 3 0 0 3
Prerequisites: Take one: ENG 095, RED 090, DRE 098 OR ENG 111
Corequisites: None

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society.

Class Lab Clinical Credit

SOC 242* Sociology of Deviance 3 0 0 3
Prerequisites: Take SOC 210
Corequisites: None

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance.

SON 110 Intro to Sonography 1 3 3 3
Prerequisites: None
Corequisites: None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

SON 111 Sonographic Physics 3 3 0 4
Prerequisites: None
Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

SON 120 SON Clinical Ed I 0 0 15 5
Prerequisites: Take SON 110
Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 121 SON Clinical Ed II 0 0 15 5
Prerequisites: Take SON 120
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

Class Lab Clinical Credit

SON 130 Abdominal Sonography I 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

SON 131 Abdominal Sonography II 1 3 0 2
Prerequisites: Take SON 130
Corequisites: None

This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

SON 140 Gynecological Sonography 2 0 0 2
Prerequisites: Take SON 110
Corequisites: None

This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

SON 220 Sonography Clinical Ed III 0 0 24 8
Prerequisites: Take SON 121
Corequisites: None

This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 221 SON Clinical Ed IV 0 0 24 8
Prerequisites: Take SON 220
Corequisites: None

This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

SON 225 Case Studies 0 3 0 1
Prerequisites: Take SON 110 or CVS 163
Corequisites: None

This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed

Class Lab Clinical Credit

on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

SON 241 Obstetrical Sonography I 2 0 0 2
Prerequisites: Take SON 110
Corequisites: None

This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

SON 242 Obstetrical Sonography II 2 0 0 2
Prerequisites: Take SON 241
Corequisites: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

SON 250 Vascular Sonography 1 3 0 2
Prerequisites: Take SON 111
Corequisites: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

SON 272 Advanced Pathology 0 3 0 1
Prerequisites: Take SON 110
Corequisites: None

This course is designed to concentrate on complex pathological states seen on sonograms. Emphasis is placed on systemic diseases and multi-organ disease states as seen on sonograms. Upon completion, students should be able to research, present, and discuss system diseases presented on sonograms.

SON 289 Sonographic Topics 2 0 0 2
Prerequisites: Take SON 110
Corequisites: None

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

Class Lab Clinical Credit

SPA 111* Elementary Spanish I 3 0 0 3
Prerequisites: Take one: ENG 085 RED 080 ENG 095 RED 090 DRE 097 OR ENG 111
Corequisites: Take SPA 181

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness.

Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for SPA 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

SPA 112* Elementary Spanish II 3 0 0 3
Prerequisites: Take SPA 111
Corequisites: Take SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course may meet the second SACS humanities/fine arts requirement for AA, AS, or AFA programs.*

SPA 120 Spanish for the Workplace 3 0 0 3
Prerequisites: None
Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

Class Lab Clinical Credit

SPA 141* Culture and Civilization 3 0 0 3
Prerequisites: None
Corequisites: None

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world.

SPA 161* Cultural Immersion 2 3 0 3
Prerequisites: Take SPA 111
Corequisites: None

This course explores Hispanic culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.

SPA 181* Spanish Lab 1 0 2 0 1
Prerequisites: Take one: ENG 085, RED 080, ENG 095, RED 090, DRE 097, OR ENG 111
Corequisites: Take SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Students who have completed two units of foreign language in high school are advised to take the CLEP (College Level Examination for Placement) before registering for SPA 111. The CLEP is given daily at the University of North Carolina-Wilmington Testing Center and requires a fee. Students should make an appointment by calling 910-362-7444. CFCC discourages students from taking elementary levels of global languages if they have had satisfactory grades in high school language courses.

SPA 182* Spanish Lab 2 0 2 0 1
Prerequisites: Take SPA 181
Corequisites: Take SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness.

SPA 211* Intermediate Spanish I 3 0 0 3
Prerequisites: Take SPA 112
Corequisites: None

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

SPA 212* Intermediate Spanish II 3 0 0 3
Prerequisites: Take SPA 211
Corequisites: None

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

SPA 215 Spanish Phonetics/Structure 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve the understanding of Spanish phonetics and the structure of the Spanish language. Topics include the structure of the Spanish language, phonology, morphology, and syntax. Upon completion, students should have an understanding of the phonetics and structure of the Spanish language and be able to contrast the structure of the Spanish and English languages.

SPA 221* Spanish Conversation 3 0 0 3
Prerequisites: Take SPA 212
Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations.

SPA 231* Reading and Composition 3 0 0 3
Prerequisites: Take SPA 212
Corequisites: None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of

Courses designated with an asterisk (*) are college transfer courses. Check with your senior institution to ensure the course will be appropriate for your program at that institution.

Class Lab Clinical Credit

assigned readings. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

SPA 281* Spanish Lab 3 0 2 0 1
Prerequisites: Take SPA 182
Corequisites: Take SPA 211

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future.

SPA 282* Spanish Lab 4 0 2 0 1
Prerequisites: Take SPA 281
Corequisites: Take SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication.

SPI 113 Intro to Spanish Interpreting 3 0 0 3
Prerequisites: Take ENG 111
Corequisites: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

SPI 114 Analytical Skills Spanish Interpreting 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

Class Lab Clinical Credit

SPI 213 Review of Grammar 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to review the common elements of Spanish grammar in oral and written form. Emphasis is placed on the fundamental grammatical concepts of the Spanish language. Upon completion, students should be able to demonstrate comprehension and correct usage of specified grammatical concepts in both oral and written form.

SPI 214 Intro to Translation 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to improve the quality of Spanish to English and English to Spanish translation. Emphasis is placed on the practice of Spanish to English and English to Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

SPI 221 Consecutive Interp I 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces skills of consecutive interpretation used by professional interpreters. Topics include memory development, note taking, sight translation and non-verbal communication. Upon completion, students should be able to apply consecutive interpretation techniques in a variety of role-playing situations and settings.

SPI 241 Legal Interpreting I 2 3 0 3
Prerequisites: None
Corequisites: Take SPI-221 and WBL 111

This course is designed for students planning to specialize in legal interpreting in areas such as the courtroom, attorney offices and law enforcement. Emphasis is placed on the development of legal terminology vocabulary and application of legal standards. Upon completion, students should be able to consecutively interpret and provide on-sight translation renderings of basic messages in a variety of legal settings.

SPI 243 Medical Interpreting I 2 3 0 3
Prerequisites: None
Corequisites: Take SPI-221 and WBL 111

This course is designed for students planning to specialize in medical interpreting in settings such as hospitals, physicians' offices and clinics. Emphasis is placed on the development of medical terminology vocabulary through active role-play. Upon completion, students should be able to apply medical interpretation techniques in a variety of medical situations.

Class Lab Clinical Credit

SPI 245 Community Interpreting I 2 3 0 3
Prerequisites: None
Corequisites: None

This course is designed to expose students to interpreting in areas such as social services, business and industry. Emphasis is placed on the development of social services, business and industry vocabulary through role-play. Upon completion, students should be able to consecutively interpret basic messages in a variety of social services, business and industry situations.

SST 110 Intro to Sustainability 3 0 0 3
Prerequisites: None
Corequisites: None

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120 Energy Use Analysis 2 2 0 3
Prerequisites: Grade of "C" or better in MAT 060 OR successful completion of DMA 010, DMA 020, and DMA 030
Corequisites: None

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

SST 130 Modeling Renewable Energy 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems.

SST 140 Green Building and Design Concepts 3 0 0 3
Prerequisites: None
Corequisites: None

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

Class Lab Clinical Credit

SST 210 Issues in Sustainability 3 0 0 3
Prerequisites: Take SST 110
Corequisites: None

This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

SST 250 Sustain Capstone Project 1 6 0 3
Prerequisites: Take SST 110
Corequisites: None

This course introduces an integrated team approach to a sustainability topic of interest to students, faculty, or professional community. Topics include problem identification, proposal preparation, conceptual design, and an effective project work schedule. Upon completion, students should be able to integrate the many facets of a topic based on environmental sustainability into a completed project.

SUR 110 Intro to Surg Tech 3 0 0 3
Prerequisites: None
Corequisites: Take SUR 111

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 Periop Patient Care 5 6 0 7
Prerequisites: None
Corequisites: Take SUR 110

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

Class Lab Clinical Credit

SUR 122 Surgical Procedures I 5 3 0 6
Prerequisites: Take SUR 110 and SUR 111
Corequisites: Take SUR 123

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 SUR Clinical Practice I 0 0 21 7
Prerequisites: Take SUR 110 and SUR 111
Corequisites: Take SUR 122

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 Surgical Procedures II 5 0 0 5
Prerequisites: Take SUR 123 or STP 101
Corequisites: None

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 135 SUR Clinical Practice II 0 0 12 4
Prerequisites: Take SUR 123
Corequisites: Take SUR 134

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 Prof Success Prep 1 0 0 1
Prerequisites: Take SUR 123
Corequisites: Take SUR 134 and SUR 135

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

Class Lab Clinical Credit

SUR 210 Adv SUR Clinical Practice 0 0 6 2
Prerequisites: None
Corequisites: None

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

SUR 211 Adv Theoretical Concepts 2 0 0 2
Prerequisites: None
Corequisites: None

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

TNE 245 Netwk Perimeter Security 2 3 0 3
Prerequisites: Take CET 240
Corequisites: None

This course introduces a variety of ways to implement security into network designs and upgrades. Topics include securing the network through the use of access lists, routers, firewalls, Ipchains, and stateful packet filtering. Upon completion, students should be able to demonstrate a variety of techniques to harden the network from outside threats.

TNE 255 Network Servers 2 3 0 3
Prerequisites: Take CET 130 or NOS 110
Corequisites: None

This course covers the activities and methods required to assure productive and reliable operation of network servers. Topics include planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, operating systems, data storage subsystems, data recovery, and I/O subsystems. Upon completion, students should be able to configure and maintain a network server.

TRF 110 Intro Turfgrass Cult & ID 3 2 0 4
Prerequisites: None
Corequisites: None

This course covers the principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawns. Topics include principles of reproduction, growth development, species characteristics, establishment and maintenance of golf courses and sports fields, and lawn applications. Upon completion, students should be able to identify turfgrass species and develop an establishment and maintenance plan for high quality turf areas in accordance with sustainable practices.

TRN 110 Intro to Transport Tech 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service Information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 120 Basic Transp Electricity 4 3 0 5
Prerequisites: Take one: ENG 085 RED 080 ENG 095 RED 090 DRE 097 OR ENG 111
Corequisites: None

This course covers basic electrical theory, wiring, diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 130 Intro to Sustainable Transp 2 2 0 3
Prerequisites: None
Corequisites: None

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

TRN 140 Transp Climate Control 1 2 0 2
Prerequisites: None
Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and system, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 140A Trnsp Climate Cont Lab 1 2 0 2
Prerequisites: None
Corequisites: Take TRN 140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 Adv Transp Electronics 2 3 0 3
Prerequisites: Take TRN 120
Corequisites: None

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLSs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLSs, diagnose and test data networks and electronic concerns, and work safely with high voltage systems.

TRN 180 Basic Welding for Transp 1 4 0 3
Prerequisites: None
Corequisites: None

This course covers the terms and procedures for welding various metals used In the transportation Industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard.

TRP 100 Truck Driver Training 6 18 0 12
Prerequisites: None
Corequisites: None

This course provides training in inspecting and driving tractor trailers and assuming driver responsibilities on the road and at pickup and delivery points. Emphasis is placed on defensive driving, federal motor carrier safety regulations, trip planning, cargo handling, vehicle systems, hours of service, and accident prevention. Upon completion, students should be able to demonstrate the skills required for the commercial driver's license and employment.

Class Lab Clinical Credit

WBL 111 Work-Based Learning I 0 0 10 1
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 Work-Based Learning I 0 0 20 2
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 113 Work-Based Learning I 0 0 30 3
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 Work-Based Learning Seminar I 1 0 0 1
Prerequisites: None
Corequisites: Take WBL 111, WBL 112, WBL 113 or WBL 114

This course Is designed to be a corequisite seminar to accompany Work-Based Learning 111. Topics Includee: examination and analysis of the organizational structure, career path, job descriptions, job breakdowns and management style.

WBL 121 Work-Based Learning II 0 0 10 1
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Class Lab Clinical Credit

WBL 125 Work-Based Learning Seminar II 1 0 0 1
Prerequisites: None
Corequisites: Take WBL 121, WBL 122, WBL 123, WBL 124

WBL 131 Work-Based Learning III
Prerequisites: None
Corequisites: None

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WEB 151 Mobile Application Dev I 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB 179 JAVA Web Programming 2 3 0 3
Prerequisites: None
Corequisites: None

This course introduces the development of dynamic, database-driven web applications using the JAVA programming languages. Topics include Object Oriented Programming JAVA Server Pages, servlets, database interactions, and form handling. Upon completion, students should be able to create and modify JAVA-based internet applications.

WEB 210 Web Design 2 2 0 3
Prerequisites: Take CIS 110 or CIS 111
Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites.

Class Lab Clinical Credit

WEB 213 Internet Mkt & Analytics 2 2 0 3
Prerequisites: None
Corequisites None

This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertizing plans.

WLD 110 Cutting Processes 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes 1 3 0 2
Prerequisites: None
Corequisites: None

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 115 SMAW (Stick) Plate 2 9 0 5
Prerequisites: None
Corequisites: None

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4
Prerequisites: Take WLD 115
Corequisites: None

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

Class Lab Clinical Credit

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4
Prerequisites: Take WLD 110 or WLD 112
Corequisites: None

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 131 GTAW (TIG) Plate 2 6 0 4
Prerequisites: None
Corequisites: None

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

WLD 132 GTAW (TIG) Plate/Pipe 1 6 0 3
Prerequisites: Take WLD 131
Corequisites: None

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 Symbols & Specifications 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy 1 2 0 2
Prerequisites: None
Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

Class Lab Clinical Credit

WLD 215 SMAW (Stick) Pipe 1 9 0 4
Prerequisites: Take WLD 115 or WLD 116
Corequisites: None

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 231 GTAW (TIG) Pipe 1 6 0 3
Prerequisites: Take WLD 132
Corequisites: None

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

WLD 262 Inspection & Testing 2 2 0 3
Prerequisites: None
Corequisites: None

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Class Lab Clinical Credit

Staff and Faculty

Stefanie Adams
Career Readiness Coordinator
B.A., Bloomsburg University
M.A., Eastern University
e-mail: sadams@cfcc.edu

Ryan Allison
Basic Skills
B.A., Appalachian State University
e-mail: rallison@cfcc.edu

Dax Allred
Radiography Clinical
A.A.S., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: dallred@cfcc.edu

Bradley Anderson
Accounting
B.S., M.S.A., University of North Carolina - Wilmington
e-mail: banderson@cfcc.edu

Terri Andress
Accounting
A.S., Hagerstown Community College
B.S.B.A., Shippensburg University
M.B.A., Mount Saint Mary's University
Post Master Accounting Certificate,
Gardner Webb University
e-mail: tandress@cfcc.edu

Michelle Anthony
Early Childhood Education
A.A., Cape Fear Community College
B.A., M.A., East Carolina University
e-mail: manthony@cfcc.edu

Greg Arey
Behavioral/Social Science Department Chair
B.A., University of South Alabama
M.A., Marshall University
e-mail: garey@cfcc.edu

Patricia Arminana
Community Spanish Interpreter
B.A., M.A., Universitat Autonoma
M.A., University of North Carolina - Charlotte
e-mail: parminana@cfcc.edu

Robert A. Atwood
Cosmetology Program Director/Instructor
B.A., Eastern Kentucky University
License, NCCosmeticarts
e-mail: ratwood@cfcc.edu

Kimberly Bageant
Mathematics
B.S., East Carolina University
M.S., University of North Carolina - Wilmington
e-mail: kbageant@cfcc.edu

Suzanne L. Baker
Sociology
A.A., Palm Beach Community College
B.A., M.A., Florida Atlantic University
e-mail: sbaker@cfcc.edu

Dallas Baldwin
Desktop Support Specialist
A.A.S., Cape Fear Community College
Networking Certification
Bomgar Administrator Certified
e-mail: dbaldwin@cfcc.edu

Catherine L. Ballard
Pharmacy Technology Program Director
B.S., Appalachian State University
Pharm.D., Campbell University
e-mail: cballard@cfcc.edu

Garrett Baltezegar
Computer Technology Integration
A.A.S., Cape Fear Community College
B.S., M.S., East Carolina University
COMPTIA A+ Certified
COMPTIA Network+ Certified
COMPTIA Security+ Certified
COMPTIA Server+ Certified
EC-Council Certified Ethical Hacker
e-mail: jbaltezegar@cfcc.edu

Phillip Bannow
Physics
B.S., Western Michigan University
M.S., University of North Carolina - Wilmington
e-mail: pbannow@cfcc.edu

Barbara J. Barry
A.D.N.
B.S., University of North Carolina - Wilmington
M.S.N., Duke University
Certified Nurse Educator
e-mail: bbarry@cfcc.edu

Kristina Bartlett
Counselor
B.A., M.A., Appalachian State University
e-mail: kbartlett@cfcc.edu

Sherry L. Batchelor-Marley
Business
B.S. Ed., M.B.A., University of Georgia
e-mail: smarley@cfcc.edu

Connie Batson
EMS Lead Coordinator
National Registered Paramedic
A.A.S., Davidson County Community College
e-mail: cbatson@cfcc.edu

Mark Bayne
Wooden Boatbuilding
e-mail: mbayne@cfcc.edu

CAPE FEAR COMMUNITY COLLEGE

Sonya S. Beacham
A.D.N.
B.S.N., East Carolina University
M.S.N., Duke University
Certified Nurse Educator
e-mail: sbeacham@cfcc.edu

Nelson Beaulieu
Political Science
B.S., Ashford University
M.A., American Military University
e-mail: nbeaulieu@cfcc.edu

Christian Beer
Economics
B.A., Pontifical Catholic University Rio de Janeiro
M.A., Federal University Fluminense
M.B.A., University of North Carolina - Wilmington
e-mail: cbeer@cfcc.edu

Jonathan Begue
Construction Management Technology Lead Instructor
Drafting Certification, Tallahassee Community College
B.S., East Carolina University
e-mail: jbegue@cfcc.edu

Lester Bell
Chief Engineer, R/V Dan Moore
e-mail: lbell@cfcc.edu

Blythe Bennett
English
B.A., The American University
M.A., University of North Carolina - Wilmington
e-mail: bbennett@cfcc.edu

Rebecca Berger
Clinical Coordinator Radiography
A.A.S., Cape Fear Community College
B.S., University of North Carolina - Wilmington
A.R.R.T. Certified
e-mail: rberger@cfcc.edu

Marie Bergh-Cook
Early Childhood Education
B.S., Mansfield State University
M.A., Syracuse University
e-mail: mbergh-cook@cfcc.edu.

Benjamin C. Billingsley
Art
B.F.A., M.F.A., University of NC - Greensboro
e-mail: bbillingsley@cfcc.edu

Nicholas Blair
Computer-Integrated Machining
A.A.S., Wake Technical Community College
e-mail: nblair@cfcc.edu

Linda Boney
Desktop Support Manager
A.A.S., Cape Fear Community College
e-mail: lboney@cfcc.edu

Susan Booth
Computer Technology Integration
A.A.S., Craven Community College
B.S., Drexel University
M.S., East Carolina University
e-mail: sbooth@cfcc.edu

Gayle Bordeaux
Practical Nursing
B.S.N., Cedar Crest College
M.S.N., East Carolina University
e-mail: gbordeaux@cfcc.edu

Kris Bottiglier
Cardiovascular Sonography Program Director
B.S., East Carolina University
Echocardiology Certificate, Pitt Community College
e-mail: kbottiglier@cfcc.edu

Richard Bowie
Welding
A.A., Cape Fear Community College
Certified Associate Welding Inspector
e-mail: rbowie@cfcc.edu

Brian Bradley
Marine Instrumentation/Hydrographic Survey
A.A., Cape Fear Community College
e-mail: bbradley@cfcc.edu

Emily Brandenburg
ABE/ASE/AHS Coordinator
B.S., Pennsylvania State University
M.S.A., University of North Carolina - Wilmington
e-mail: ebrandenburg@cfcc.edu

Eric Brandon
Religion & Philosophy
B.A., University of California - Irvine
M.A., Ph.D., University of Chicago
e-mail: ebrandon@cfcc.edu

John Branner
Healthcare Business Informatics Lead Instructor
A.A.S., Community College of Southern Nevada
B.S., University of Nevada - Las Vegas
M.B.A., Northcentral University
e-mail: jbranner@cfcc.edu

Adam Branson
Biology
B.S., M.S., University of North Carolina - Wilmington
e-mail: abranson@cfcc.edu

Leigh Brazel
Transition Specialist, Continuing Education
B.A., University of North Carolina - Wilmington
e-mail: lrice@cfcc.edu

David Brehmer
Computer Technology Integration
A.A.S., Cape Fear Community College
B.S., East Carolina University
e-mail: dbrehmer@cfcc.edu

Robert Brennan
History
B.A., Kutztown University
M.A., Miami University
e-mail: bbrennan@cfcc.edu

Vivian Britt
A.D.N.
A.D.N., Forsyth Technical Community College
B.A., Barton College
B.S.N., University of North Carolina - Charlotte
M.S.N., East Carolina University
e-mail: vbritt@cfcc.edu

Barbara Brown
Institutional Researcher
B.S., University of North Carolina - Wilmington
e-mail: bbrown@cfcc.edu

B. Dale Brown
Bookstore Manager
A.F.A., Southeastern Community College
B.A., B.S., University of North Carolina - Wilmington
e-mail: dbrown@cfcc.edu

Carol Brown
Transcript Evaluation Coordinator
B.S., B.A., William Woods College
e-mail: carolbrown@cfcc.edu

Eldon E. Brown
Electronics Engineering Technology
A.A.S., Cape Fear Community College
e-mail: ebrown@cfcc.edu

Jeremy Brown
Computer-Integrated Machining
A.A.S., Cape Fear Community College
e-mail: jbbrown873@cfcc.edu

Karen Brown
Communication
B.S., Southern Illinois University
M.A., Western Kentucky University
e-mail: kbrown@cfcc.edu

Phillip Brown
Maintenance Coordinator
e-mail: pbrown@cfcc.edu

Amanda Browne
Practical Nursing
B.S.N., University of Calgary
M.S.N., Walden University
EMT Paramedic Certification, Johnston Community College
e-mail: abrowne@cfcc.edu

Raven Bruno
Sociology
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: rbruno@cfcc.edu

Shigeta Bryant
Cosmetology Lead Instructor
Cosmetology Diploma
Cosmetology Instructors Training
A.A.S., A.G.E., James Sprunt Community College
B.S., Mount Olive College
e-mail: sbryant@cfcc.edu

Kimberly S. Bufkin
Chemical Technology Lab Assistant
A.A.S., Cape Fear Community College
e-mail: kbufkin@cfcc.edu

Cathy Burwell
Senior Public Services Librarian
B.A., M.A., University of Akron
M.L.I.S., Kent State University
e-mail: cburwell@cfcc.edu

Thomas G. Butler
Automotive Technology Lead Instructor
A.A.S., Cape Fear Community College
e-mail: tbutler@cfcc.edu

Robert Caggiano
Campus Police Sergeant
e-mail: rcaggiano@cfcc.edu

D. Geoffrey Calabrese
Art
B.F.A., University of South Carolina
M.F.A., University of Georgia
e-mail: gcalabrese@cfcc.edu

Heather Caldwell
ADN
B.S.N., Edinboro University of Pennsylvania
M.S.N., Grand Canyon University
e-mail: hcaldwell@cfcc.edu

Jeffrey Call
English
B.S., University of Rio Grande
M.A., Eastern Kentucky University
e-mail: jwcall@cfcc.edu

Jennifer F. Call
English
B.A., University of Oklahoma
M.A., Eastern Kentucky University
e-mail: jcall@cfcc.edu

David Cameron
Carpentry Lead Instructor
e-mail: dcameron@cfcc.edu

Breta Carnes
Art
B.A., M.F.A., East Carolina University
M.A., Appalachian State University
e-mail: bcarnes@cfcc.edu

Jennifer Carpenter
Occupational Therapy Assistant Instructor/Fieldwork Coordinator
B.S., East Carolina University
e-mail: jcarpenter@cfcc.edu

Tony Carter
Project Manager
A.A.S., Wilmington College
Certified Engineering Technician, Senior Grade
e-mail: tcarter@cfcc.edu

Jackie Casey
Accounting
B.S., M.S.A., University of North Carolina - Wilmington
Certified Public Accountant
e-mail: jcasey@cfcc.edu

Tommy R. Casey
Mathematics
B.A., M.A., University of North Carolina - Wilmington
e-mail: tcasey@cfcc.edu

Debi Causey
Events Coordinator
B.A., University of North Carolina - Wilmington
e-mail: dcausey@cfcc.edu

Rachel S. Cavenaugh
Assistant Director of Financial Aid
B.S., University of North Carolina - Wilmington
e-mail: rcavenaugh@cfcc.edu

Jason Chaffin
Director of Learning Enhancement and Assessment
B.A., Elon College
M.A., University of North Carolina - Wilmington
e-mail: jchaffin@cfcc.edu

Bess Clancy-Becker
Biology/Chemistry Lab Technician
B.S., University of Great Falls
e-mail: bbecker@cfcc.edu

Jacquelyn Clark
Cosmetology
License, Mr. David's School of Cosmetology
C.N.A., Brunswick Community College
e-mail: jacquelynclark@cfcc.edu

Susan Clarke
Paralegal Lead Instructor
B.A., University of South Florida
J.D., Pepperdine School of Law
Admitted to California, Missouri, and North Carolina Bar Associations
e-mail: sclarke@cfcc.edu

Joel Clem
Nautical Science/Marine Engines
A.A.S., Cape Fear Community College
e-mail: jclem@cfcc.edu

Val Clemmons
Director - Grant Development
B.S., University of North Carolina - Greensboro
M.A., Michigan State University
J.D., Thomas M. Cooley Law School
e-mail: vclemmons@cfcc.edu

Roy Cole
Electricity/Electronics
A.S., B.S., West Virginia Institute of Technology
e-mail: rcole@cfcc.edu

Alvin L. Coleman, Jr.
Geology
B.S., State University of West Georgia
M.S., University of Tennessee - Knoxville
e-mail: acoleman@cfcc.edu

Donna M. Collentine
Radiography Program Director
R.T.(R)., American Registry of Radiologic Technologists
A.A.S., Scott Community College
B.S., University of St. Francis
M.A., Saint Xavier University
e-mail: dcollentine@cfcc.edu

David B. Conklin, Jr.
Public Service Department Chair
A.A.S., Germanna Community College
B.S., Regents College
M.A., Virginia Commonwealth University
e-mail: dconklin@cfcc.edu

Richard Conn
Art
B.A., University of South Carolina
M.F.A., Western Carolina University
e-mail: rconn@cfcc.edu

C. Scott Coulthard
Career and Testing Coordinator
B.A., University of North Carolina - Chapel Hill
Certified GED Examiner
e-mail: scoulthard@cfcc.edu

David Covington
Biology
B.S., Ph.D., University of South Carolina - Columbia
e-mail: dcovington@cfcc.edu

Les Crawford
HEATT Instructor at Burgaw Prison
A.A.S., Cape Fear Community College
e-mail: lescrawford@cfcc.edu

James Criswell
Geology
B.S., Waynesburg University
B.S., Phoenix University
M.S., Wright State University
e-mail: jcriswell@cfcc.edu

Lynn Criswell
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: lcriswell@cfcc.edu

Krystal Crowe
Community Enrichment Coordinator
B.A., Central Connecticut State University
M.A., Springfield College
e-mail: kcrowe@cfcc.edu

Laura Currie
Clinical Coordinator - Sonography
B.S., Greensboro College
Certificate, Moses H. Cone School of
Radiological Technology
Certificate, UNC-CH NC Memorial Hospital School of Diagnostic Sonography
R.T.(R), American Registry of Radiologic Technologists
R.D.M.S., R.V.T., American Registry of Diagnostic Medical
Sonographers
e-mail: lcurrie@cfcc.edu

Hugh Currin
Paralegal
B.A., North Carolina State University
J.D., Campbell University
e-mail: hcurrin@cfcc.edu

Susan Cutler
Dental Assisting Lead Instructor/Program Director
Diploma, Wayne Community College
B.S., University of Phoenix
Certified Dental Assistant
e-mail: scutler@cfcc.edu

Shawna Daniel
Fishing Gear-Environmental Chemistry
A.A.S., Cape Fear Community College
B.S., University of North Carolina - Wilmington
M.S., North Carolina State University
e-mail: sdaniel@cfcc.edu

Orangel J. Daniels
Dean, Arts & Sciences
B.S., Fayetteville State University
M.A., University of North Carolina - Chapel Hill
e-mail: odaniels@cfcc.edu

Robert Daniels
Ship Captain
US Coast Guard 1600 Masters Ocean
GMDSS Operator
Dynamic Positioning Operator
Vessel Security Officer
e-mail: radaniels485@cfcc.edu

Eleanor Davis
Senior Accounts Payable Technician
B.B.A., Francis Marion University
e-mail: edavis@cfcc.edu

Glenn A. Davis
Architectural Technology Lead Instructor
B.S., North Carolina State University
Registered NC Professional Engineer
e-mail: gdavis@cfcc.edu

Roger A. Daye
Evening Coordinator
B.A.S., M.S., Troy State University
e-mail: rdaye@cfcc.edu

Wellington de Souza
Vice President for Information Technology Services
B.S., High Point University
M.S., Wake Forest University
e-mail: wdesouza@cfcc.edu

Lori DeBruhl
Student Services Coordinator, Surf City Center
A.A., Cape Fear Community College
e-mail: ldebruhl@cfcc.edu

Wes DeBruhl
Welding
Diploma, A.A.S., Cape Fear Community College
Certified Welding Inspector
e-mail: wdebruhl@cfcc.edu

Jacqueline Degan
Marine Technology
B.S., University of British Columbia
M.S., East Carolina University
e-mail: jdegan@cfcc.edu

Jacob Deininger
Public Services Librarian
B.A., Christopher Newport University
M.L.I.S., University of Pittsburgh
e-mail: jdeininger@cfcc.edu

Teresa Diana
Medical Office Administration
A.A.S., Cape Fear Community College
e-mail: tdiana@cfcc.edu

James Dixon
Horticulture
B.A., University of North Carolina - Wilmington
e-mail: jdixon@cfcc.edu

Shawn Dixon
Collision Repair and Refinishing Technology
Lead Instructor
Diploma Auto Body Repair, Cape Fear Community College
ASE Master Technician
I-CAR Platinum Certified Technician
I-Car Instructor
Eighteen years experience in collision repair industry
e-mail: sdixon@cfcc.edu

Elaine Doell
Chief Human Resources Officer
A.A.S., SUNY - Alfred State College
B.S., St. John Fisher College
M.S., Plymouth State University
e-mail: edoell@cfcc.edu

Stacie Douglas
Child Development Center Technician
A.A., Cape Fear Community College
B.S., Charter Oak State College
e-mail: sdouglas@cfcc.edu

Trevor D. Edwards
Automotive Technology
A.A.S., Cape Fear Community College
e-mail: tedwards@cfcc.edu

Dana Evans-Semmel
Clinical Dental Hygiene Instructor/Dentist
B.S., University of Pittsburgh
D.M.D., University of Pittsburgh School of Dental Medicine
e-mail: devans-semmel@cfcc.edu

Philip R. Farinholt
Director, Registration & Records
B.A., North Carolina State University
M.Ed., East Carolina University
e-mail: pfarinholt@cfcc.edu

Jan Fazzari
Instructional Assessment Coordinator
A.A., Catonsville Community College
B.A., University of Maryland - Baltimore County
M.S., McDaniel College
e-mail: jfazzari@cfcc.edu

Bethaney W. Ferguson
Sociology
B.A., Miami University
M.A., Graduate Certificate, Humboldt State University
e-mail: bferguson@cfcc.edu

Shane Fernando
Director, Humanities and Fine Arts Center
B.A., M.P.A., University of North Carolina - Wilmington
e-mail: sfernando@cfcc.edu

Ernesto Ferreri
Music
B.A., North Carolina School of Arts
M.A., Queens College, City University of New York
e-mail: eferreri@cfcc.edu

Cheryl J. Fetterman
Business Administration Lead Instructor
B.A., Mary Washington University
M.B.A., University of North Carolina - Wilmington
e-mail: cfetterman@cfcc.edu

Gregrey Files
Business Administration/CIT
B.S., University of North Carolina - Wilmington
M.B.A., Appalachian State University
e-mail: gfiles@cfcc.edu

Duke Fire
Film & Video Production
B.A., California State University
e-mail: dfire@cfcc.edu

Cindy Fischer
ESL Coordinator
B.A., Principia College
M.S., Lesley University
LERN Certified Program Planner
e-mail: cfischer@cfcc.edu

Bridget Floyd
English
B.S., M.A., East Carolina University
e-mail: bfloyd@cfcc.edu

Justin Floyd
Web Designer
B.F.A., East Carolina University
e-mail: jfloyd@cfcc.edu

JacQueline Foster
Director of Counseling
B.S., M.S., East Carolina University
e-mail: jfoster@cfcc.edu

Kelly Franklin
Marine Technology
A.A., Asheville-Buncombe Technical Community College
A.S., Cape Fear Community College
e-mail: kfranklin@cfcc.edu

Rhonda J. Franklin
English
B.A., University of North Carolina - Greensboro
M.F.A., University of North Carolina - Wilmington
e-mail: rfranklin@cfcc.edu

Marcella Frazier
Surgical Technology
A.A.S., Miller-Motte College
Certified Surgical Technologist
e-mail: mfrazier@cfcc.edu

Patrick Freeland
Lead Instructor HEATT/Marine Concentration
A.S., State University of New York
College of Technology at Alfred
e-mail: pfreeland@cfcc.edu

Dom Friant
Assistant ERP System Administrator
A.A.S., Coastal Carolina Community College
B.A.S., Campbell University
e-mail: dfriant@cfcc.edu

Jakim Friant
Infrastructure Team Manager
A.A.S., Coastal Carolina Community College
B.A.S., Campbell University
e-mail: jfriant@cfcc.edu

Chancey Funderburk
Surgical Technology Program Director/Instructor
A.A., A.S., Cape Fear Community College
A.A.S., Miller Motte Technical College
Certified Surgical Technologist (CST)
e-mail: cfunderburk@cfcc.edu

Jessica Gaffney
Drama
B.A., University of Albany
M.F.A., New York University
e-mail: jgaffney@cfcc.edu

Sarah Gaither
Accountant, North Campus
A.A.S., Cape Fear Community College
B.S.B.E., East Carolina University
sgaither@cfcc.edu

Kimberly Gant
Vice President for Institutional Effectiveness and Planning
B.A., Warren Wilson College
M.A.Ed., Western Carolina University
e-mail: klawing@cfcc.edu

Steve Garrett
Mechanical Engineering Technology
B.S., North Carolina State University
e-mail: sgarrett@cfcc.edu

Phillip D. Garwood
Geology
B.A., McMaster University
M.A., Wesleyan University
e-mail: pgarwood@cfcc.edu

Denise Gautsch
Surgical Technology
Surgical Technology Certificate, Williamsport Area Community College
B.S., Pennsylvania College of Technology
M.A.Ed., University of Phoenix
Certified Surgical Technologist
e-mail: dgautsch@cfcc.edu

Adam Gaweda
Computer Information Technology
B.A., B.S., M.S., University of North Carolina - Wilmington
e-mail: agaweda@cfcc.edu

Andrew Geppert
Computer-Integrated Machining
B.S.B.A., University of North Carolina - Charlotte
e-mail: ageppert@cfcc.edu

Mitch Gilliland
Marine Technology
Boatswain/Scientific Support Technician
A.A.S., Cape Fear Community College
e-mail: mgilliland@cfcc.edu

Bruce J. Gillingham
Biology
B.S., Virginia Polytechnic Institute
M.A., University of Montana
Ph.D., University of Illinois
e-mail: bgillingham@cfcc.edu

Jay Gillock
Software Technician
A.A.S., Virginia Western Community College
A+ Certified Professional
e-mail: jgillock@cfcc.edu

Nelson Goodell
Carpentry
B.A., Louisiana State University
e-mail: ngoodell@cfcc.edu

Kata Gootee
Senior Purchasing Technician
A.A.S., Cape Fear Community College
e-mail: kgootee@cfcc.edu

Terrence Gorman
Shipping & Receiving/Mail Service Coordinator
B.B.A., Loyola University
e-mail: tgorman@cfcc.edu

Natasha Gouge
Sociology
B.S., Lees-McRae College
M.A., Appalachian State University
e-mail: ngouge@cfcc.edu

Lisa Graham
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: lgraham@cfcc.edu

Christy Grantham
Ticket Central and Administrative Manager
B.A., Catwaba College
e-mail: cgrantham@cfcc.edu

Mark Gray
Electronics Engineering Technology Lead Instructor
Certified Master Electronics Technician
A.A.S., Cape Fear Community College
B.S., Mt. Olive College
e-mail: mgray@cfcc.edu

Michael Green
Criminal Justice
B.L.E.T. Certificate, Central Carolina Community College
A.A.S., Sandhills Community College
B.A., M.P.A., University of North Carolina - Pembroke
e-mail: mgreen@cfcc.edu

Thomas Green
Communication
B.S.Ed., Missouri Southern State College
M.A., University of Arkansas
e-mail: tgreen@cfcc.edu

Christina Greene
Controller
B.S., University of North Carolina - Wilmington
Certified Public Accountant
e-mail: cgreene@cfcc.edu

Caroline Greenough
Mathematics
B.S., M.S., University of North Carolina - Wilmington
e-mail: cgreenough@cfcc.edu

Donna Grier
Senior Systems Administrator
A.A.S., Cape Fear Community College
e-mail: dgrier@cfcc.edu

Wesley E. Gubitz
Electrical Systems Technology Lead Instructor
A.A., Chowan College
e-mail: wgubitz@cfcc.edu

Gary Gulliksen
English
B.A., Rocky Mountain College
M.A., California State University
e-mail: ggulliksen@cfcc.edu

Shannon Gunter
Mathematics
B.A., M.S., University of North Carolina - Wilmington
e-mail: shannongunter@cfcc.edu

Brandon Guthrie
Humanities/Fine Arts Department Chair
B.A., University of North Carolina - Wilmington
M.F.A., Western Carolina University
e-mail: bguthrie@cfcc.edu

Gena Guthrie
Special Events and Donor Relations Coordinator
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: gwalker@cfcc.edu

Cindy Haeck
Counselor
B.A., Central Michigan University
M.A., North Carolina State University
e-mail: chaeck@cfcc.edu

Angela Hansen
Sonography
A.A., Pitt Community College
B.S., North Carolina Wesleyan College
RDMS, American Registry of Diagnostic Medical Sonographers
e-mail: ahansen@cfcc.edu

Beverly Hardee
Dental Hygiene/Dental Assisting
B.S.D.H., University of North Carolina - Chapel Hill
M.Ed., University of North Carolina - Wilmington
e-mail: bhardee@cfcc.edu

David M. Hardin
Director of Marketing and Public Relations
B.S., Shepherd College
e-mail: dhardin@cfcc.edu

Robin M. Hardin
English
A.S., Virginia Western Community College
B.A., Maryville College
M.A., James Madison University
e-mail: rhardin@cfcc.edu

Tony S. Hardy
Truck Driver Training
Certificate, Johnston Community College
e-mail: thardy@cfcc.edu

Sharon Hatcher
Director of Facility Operations
A.A.S., Cuyahoga Community College
B.S., Franklin University
M.A., Georgetown University
e-mail: shatcher@cfcc.edu

Valerie Hawes Baughman
Mathematics
A.A.S., Forsyth Technical College
B.S., High Point University
M.A., Appalachian State University
e-mail: vhmaley@cfcc.edu

Dean Heath
Student Recruiter
A.A., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: dheath@cfcc.edu

Christina Heikkila
Web Services Analyst
B.S., University of North Carolina - Chapel Hill
M.S., New Mexico State University
e-mail: cheikkila@cfcc.edu

Daniel Hendrickson
Mechanical Engineering Technology Lead Instructor
B.S., University of Florida
e-mail: dhendrickson@cfcc.edu

Bret Hering
Senior Telecommunications Administrator
e-mail: bhering@cfcc.edu

Jodee Hibbs
Culinary Instructional Assistant
A.A.S., Johnson & Wales University
A.A., Peace College
B.A., University of North Carolina - Chapel Hill
M.S., East Carolina University
e-mail: jhibbs@cfcc.edu

Denise M. Hightower
Medical Office Administration Lead Instructor
B.S., Clark College
e-mail: dhightower@cfcc.edu

Robert Hiltebeitel
System Administrator
B.S., The Pennsylvania State University
e-mail: rhiltebeitel@cfcc.edu

Jody Hinson
Mathematics
B.S., M.S., University of North Carolina - Wilmington
e-mail: jhinson@cfcc.edu

Patrick G. Hogan
Dean of Technical and Vocational Education
B.S., Jacksonville University
M.S., Naval Postgraduate School
e-mail: phogan@cfcc.edu

Tracy Holbrook
Chemical Technology Lead Instructor
A.S., Mountain Empire Community College
B.S., University of Virginia
M.S., Lehigh University
Certificate, Pharmaceutical Regulatory Affairs
Certificate, Bio-Organic Processes of the Pharmaceutical Industry
e-mail: tholbrook@cfcc.edu

Kerrie Holian
English
B.B.A., Baruch College
M.A., University of North Carolina - Wilmington
e-mail: kholian@cfcc.edu

Brenda F. Holland
A.D.N. Director
A.D.N., Sampson Community College (RN)
B.S., University of North Carolina - Wilmington
M.S.N., East Carolina University
Certified Nurse Educator (CNE)
e-mail: bholland@cfcc.edu

Mary Jo Hovey
A.D.N. Level I Coordinator
A.A.S., S.U.N.Y. Agricultural & Technical College at Delhi
A.A.S., Mohawk Valley Community College
B.S.N., S.U.N.Y. Institute of Technology at Utica
M.S.N., Duke University
e-mail: mhovey@cfcc.edu

Paige Howard
A.D.N. Level II Coordinator
B.S.N., University of North Carolina - Wilmington
M.S.N., East Carolina University
Adult Nurse Practitioner
e-mail: phoward@cfcc.edu

Kenneth C. Hufham
Mathematics Instructor/SGA Advisor
B.A., M.A., University of North Carolina - Wilmington
e-mail: khufham@cfcc.edu

Kathy Hughes
Senior Registrar Technician - Graduation Specialist
A.A.S., Cape Fear Community College
B.S., East Carolina University
e-mail: khughes@cfcc.edu

Dawn Hunt
Computer Facilitator
A.A.S., Cape Fear Community College
Microsoft Certified Application Specialist
e-mail: dhunt@cfcc.edu

Gary R. Hurley, Jr.
English
B.A., M.A., East Carolina University
e-mail: ghurley@cfcc.edu

Philip Jacobs
Humanities/Communication
B.A., M. A., Southern Illinois University
M.Div, Union Theological Seminary
M.A., University of Virginia
Ph.D., University of Wales - Bangor
e-mail: pjacobs@cfcc.edu

Jason L. Jennette
Computer Technology Integration
B.A., Mercer University
M.S., Mercer University School of Engineering
Microsoft Office Master Instructor
e-mail: jjennette@cfcc.edu

Andrenna Y. Johnson
Cosmetology
A.A.S., Cosmetology Instructor Certificate, James Sprunt Community College
Cosmetology Diploma, Coastal Carolina Community College
e-mail: ajohnson@cfcc.edu

Ella L. Johnson
Cosmetology
Cosmetology Instructor Course Brunswick Community College
e-mail: ejohnson@cfcc.edu

Randy Johnson
Engineering Technology Department Chair
Diploma, A. A. S., Cape Fear Community College
B.S., East Carolina University
Certified Mastercam Instructor
e-mail: rjohnson@cfcc.edu

Sonya Johnson
Marketing and Public Relations Specialist
A.S., Full Sail University
B.S., University of North Carolina - Charlotte
NC Teach Program, University of North Carolina - Wilmington
e-mail: sjohnson@cfcc.edu

Tammi Johnson
Assistant Registrar
B.S., Elizabeth City State University
e-mail: tammijohnson@cfcc.edu

Bob Jones
Associate Director for Institutional Advancement
B.S., Long Island University - Southampton College
e-mail: bobjones@cfcc.edu

Dianne Jones
Assistant to the Vice President for Student Services
B.A., University of North Carolina - Wilmington
Certificate in Public Management, State of NC Personnel
e-mail: djones@cfcc.edu

Keenan E. Jones
Mathematics
HVAC/R Certificate, Brunswick Community College
B.S., M.A., University of North Carolina - Wilmington
e-mail: kjones@cfcc.edu

Scott Judson
Counselor
B.A., M.A., East Tennessee State University
e-mail: sjudson@cfcc.edu

Joe D. Justice
Industrial Systems Technology Lead Instructor
Maintenance Certification, (USAF)
Diploma, Industrial Systems Technology,
Cape Fear Community College
A.G.E., Cape Fear Community College
e-mail: jjustice@cfcc.edu

Amy Kampschroeder
Occupational Therapy Assistant
B.S., East Carolina University
Licensed Occupational Therapist
e-mail: akampschroeder@cfcc.edu

David Kanoy
Project Manager
B.S., M.F.S., George Washington University
NC General Contractor
LEED Green Associate Certification
e-mail: dkanoy@cfcc.edu

Linda Kasyan
Director of Enrollment Management
B.S., Indiana University
M.Ed., University of Pittsburgh
Professional Teaching Certificate
e-mail: lkasyan@cfcc.edu

Alan R. Katz
Paralegal/Criminal Justice
B.A., City College of New York
M.S.W., East Carolina University
L.L.B., Fordham University
e-mail: akatz@cfcc.edu

William C. Keach
Senior Reference Librarian, North Campus
A.B., Rhode Island College
M.L.I.S., University of Rhode Island
e-mail: bkeach@cfcc.edu

Robert Kellenberger
Collision Repair & Refinishing Technology
Autobody Repair Diploma, Cape Fear Community College
e-mail: rkellenberger@cfcc.edu

Stephen Kidd
Student Help Desk Coordinator
B.S., University of North Carolina - Wilmington
e-mail: skidd@cfcc.edu

Leslie King
CDC Director
B.S., East Carolina University
M.S.A., University of North Carolina - Wilmington
e-mail: lking@cfcc.edu

Ronnie M. Kirkland
History
B.A., North Carolina State University
M.A., Appalachian State University
e-mail: rkirkland@cfcc.edu

Jessica Kiser
Dental Hygiene
B.S., M.S., University of North Carolina - Chapel Hill
e-mail: jkiser@cfcc.edu

Kevin Knight
English
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Charlotte
e-mail: kknight@cfcc.edu

Jennifer McBride Koch
English
B.A., M.A., University of North Carolina - Wilmington
Ph.D., Indiana University of Pennsylvania
e-mail: jmcbride@cfcc.edu

Ted Koch
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: tkoch@cfcc.edu

David R. Kreutzer
Film
B.A., Virginia Polytechnic Institute and State University
M.F.A., California Institute of the Arts
e-mail: dkreutzer@cfcc.edu

Jill A. Lahnstein
English Department Chair
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: jlahnstein@cfcc.edu

Jack A. Landry
Drama
B.A., College of Charleston
M.F.A., Pennsylvania State University
e-mail: jlandry@cfcc.edu

Lawone Lane
A.D.N. Level II Coordinator
B.S.N., University of North Carolina - Charlotte
M.S.N., East Carolina University
Certified Nurse Educator
e-mail: llane@cfcc.edu

Danielle Lanigan
English
B.A., B.S., M.A., University of North Carolina,
Wilmington
e-mail: dlanigan@cfcc.edu

Amanda Lee
President
B.A., M.A., Baylor University
Ph.D., Regent University
e-mail: alee@cfcc.edu

Cameron Lee
Accounting
B.S., M.S.A., University of North Carolina - Wilmington
e-mail: cclee@cfcc.edu

Catherine Lee
Dean of Learning Resource Center
B.A., M.A.L.S., University of South Florida
M.A., Eastern Kentucky University
e-mail: clee@cfcc.edu

Jonathan Lee
Radiography
A.A.S., Cape Fear Community College
B.S., Western Carolina University
RT(R), American Registry of Radiologic Technologists
e-mail: jrlee@cfcc.edu

Julie Lee
Psychology
B.A., M.S., Mississippi State University
e-mail: jlee@cfcc.edu

Michelle Lee
Executive Assistant to the President
A.A.S., Cape Fear Community College
e-mail: mlee@cfcc.edu

Patricia Lewis
Financial Aid Coordinator
B.A., University of North Carolina - Chapel Hill
e-mail: plewis@cfcc.edu

Christopher Libert
Assistant Student Activities Coordinator/Head Men's Soccer Coach
B.A., M.A.Ed., East Carolina University
e-mail: clibert@cfcc.edu

Nathan Llaneza
Computer Technology Integration
A.A.S., Cape Fear Community College
e-mail: nllaneza@cfcc.edu

Bruce Long
Air Conditioning, Heating, and Refrigeration
HVAC Certification, Brunswick Community College
e-mail: blong@cfcc.edu

Anitra Louis
English
B.A., Greensboro College
M.A., North Carolina Central University
e-mail: alouis@cfcc.edu

Marilyn L. Lowers
Baking and Pastry Arts Lead Instructor
B.P.S., Memphis State University
Grand Diplome, Le Cordon Bleu
e-mail: mlowers@cfcc.edu

Peggy W. Lupton
Music
B.M., University of North Carolina - Chapel Hill
M.M., East Carolina University
e-mail: plupton@cfcc.edu

Jennifer Mace
Art
B.F.A., Colorado State University
M.F.A., James Madison University
e-mail: jmace@cfcc.edu

Katherine Maidman
LEIS Coordinator
B.S., M.S., North Carolina State University
LERN Certified Program Planner
e-mail: kmaidman@cfcc.edu

Sheila Mallard
Payroll Accountant
e-mail: smallard@cfcc.edu

Ryan P. Mantlo
Assistant Director of Athletics and Student Activities/Head Basketball Coach
A.A.S., Eastern Wyoming JC
B.S., Liberty University
e-mail: rmantlo@cfcc.edu

Barry Markillie
Biology
B.S., M.S., Western Illinois University
e-mail: bmarkillie@cfcc.edu

Monica Marsten
Spanish
B.A., Universidad Tecnica Federico Santa Maria
M.A., University of Arizona
e-mail: mmarsten@cfcc.edu

Kathleen Martinez
Basic Skills Lead Assessment Retention Specialist
A.A., Cape Fear Community College
B.A., University of North Carolina - Wilmington
e-mail: kmartinez@cfcc.edu

Haywood Mason
Psychology
B.A., University of Vermont
M.A., University of North Carolina - Wilmington
e-mail: hmason@cfcc.edu

Valerie J. Mason
Culinary Lead Instructor
A.A.S., Johnson & Wales
B.A., University of North Carolina - Wilmington
e-mail: vmason@cfcc.edu

Christine Massey
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: cmassey@cfcc.edu

Thomas Massey
History
B.A., University of Wales at Swansea
M.A., University of North Carolina - Wilmington
e-mail: tmassey@cfcc.edu

Michele (Myssie) Mathis
Psychology
B.A., M.A., University of North Carolina - Wilmington
e-mail: mmathis@cfcc.edu

Kristina Mazzarone
Chemistry
A.S., Lincoln Land Community College
B.A., M.S., University of North Carolina - Wilmington
e-mail: kmazzarone@cfcc.edu

Regina G. McBarron
Health Sciences Department Chair
A.D.N., James Sprunt Community College
B.S.N., University State of New York ; (RN)
M.S., University of North Carolina - Wilmington
Family Nurse Practitioner
e-mail: rmcbarron@cfcc.edu

Lesa McCabe
Dental Assisting
Diploma, Dental Assisting, Wake Technical Community College
B.A., Ashford University
Certified Preventive Functions Dental Assistant
e-mail: lmccabe@cfcc.edu

Philip D. McCaskey
History
B.A., M.A., Old Dominion University
e-mail: pmccaskey@cfcc.edu

Victor McCaskill
Fire/Rescue Training Coordinator
A.A., Sandhills Community College
A.A., Community College of the Air Force
e-mail: vmccaskill@cfcc.edu

Carolyn C. McCormick
Practical Nursing Program Director
B.S.N., Aurora University
M.S.N., East Carolina University
Certified Nurse Educator (CNE)
e-mail: cmccormick@cfcc.edu

M. Jason McCoy
Psychology
A.A., Piedmont Technical College
B.S., Lander University
M.S., Augusta State University
e-mail: jmccoy@cfcc.edu

Ryan L. McDonnell
Chemistry
B.A., Goucher College
Ph.D., Arizona State University
e-mail: rmcdonnell@cfcc.edu

Charles McDowell
Pharmacy Technology
A.S., Davidson County Community College
M.B.A., University of North Carolina - Wilmington
Pharm.D., Campbell University
e-mail: cmcdowell@cfcc.edu

Katherine McEwen
English
B.A., M.A., University of North Carolina - Wilmington
e-mail: kmcewen@cfcc.edu

Robert H. McGee, Jr.
Director of Athletics and Student Activities
B.A., M.A.Ed., East Carolina University
e-mail: rmcgee@cfcc.edu

Autumn McGimsey
Political Science
B.A., Lenior-Rhyne College
M.A., Political Science
Graduate Certificate, Appalachian State University
e-mail: amcgimsey@cfcc.edu

Gena McKinley
English
B.A., East Carolina University
M.A., University of North Carolina - Chapel Hill
Ph.D., University of Virginia
e-mail: gmckinley@cfcc.edu

Dana McKoy
Annual Giving Director
B.A., University of North Carolina - Wilmington
M.P.A., University of North Carolina - Wilmington
e-mail: dmckoy@cfcc.edu

Scott McLaurin
Veterans Affairs Coordinator
B.A., University of Phoenix
e-mail: smclaurin@cfcc.edu

Claudina McLiverty
Nurse Aide Lead Instructor
A.A.S., Rockland Community College
B.S., Mount Saint Mary College
Registered Nurse
e-mail: cmcliverty@cfcc.edu

Thomas McMillon
HVAC
Diploma, A.A., Cape Fear Community College
e-mail: tmcmillon@cfcc.edu

Lucinda B. McNamara
Film
B.A., Salisbury University
M.A., San Diego State University
e-mail: lmcnamara@cfcc.edu

Scott McNeil
Assistant Network Administrator
A.A.S., Cape Fear Community College
Network+ Certified Network Professional
Aruba Certified Mobility Associate
Aruba Certified Mobility Professional
Aruba Certified Solutions Professional
Bomgar Certified Representative
e-mail: scottmcneil@cfcc.edu

Kerry McShane-Moley
English
A.A., Brevard Community College
B.A., M.A., University of North Carolina - Wilmington
e-mail: kmoley@cfcc.edu

Valerie Melvin
Mathematics
B.S., M.A., University of North Carolina - Wilmington
e-mail: vmelvin@cfcc.edu

Meredith A. Merrill
English
B.A., M.A.T., University of North Carolina - Wilmington
e-mail: mmerrill@cfcc.edu

Amy Merritt
A.D.N.
A.D.N., Sampson Community College
B.S.N., University of North Carolina - Wilmington
M.S.N., East Carolina University
e-mail: amerritt@cfcc.edu

John Metzger
English
B.A., University of North Carolina - Wilmington
M.A., North Carolina State University
e-mail: jmetzger@cfcc.edu

Jeffrey Miles
Human Resources Generalist
A.A., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: jmiles@cfcc.edu

Joshua Miller
English
B.A., Appalachian State University
M.S., University of North Carolina - Wilmington
e-mail: joshuamiller@cfcc.edu

Susan D. Mock
Reference Assistant
B.A., University of North Carolina - Wilmington
e-mail: smock@cfcc.edu

Melissa Moon
Communication
B.A., M.A., Auburn University
e-mail: mmoon@cfcc.edu

Claude S. Moore
Mathematics and Physical Education Department Chair
B.S., University of North Carolina - Pembroke
M.A., DePauw University
Ed.D., Virginia Polytechnic Institute and State University
e-mail: cmoore@cfcc.edu

Joseph Morris
Basic Skills
B.A., University of North Carolina - Wilmington
e-mail: jmorris@cfcc.edu

Jennifer Muehrcke
Music
B.M., Kent State University
M.M., Louisiana State University
D.M.A., University of Washington
e-mail: jmuehrcke@cfcc.edu

Dara Muldoon
Financial Aid Coordinator, North Campus
B.A., Wilkes University
e-mail: dmuldoon@cfcc.edu

Laura Muldowney
Phlebotomy Lead Instructor
A.A.S., Horry-Georgetown Technical College
B.S., Coastal Carolina University
M.S., United Sports Academy
Phlebotomy Certification
e-mail: lmuldowney@cfcc.edu

Mandy Murfee
English
B.A., Tulane University
M.A., University of Mississippi
e-mail: mmurfee@cfcc.edu

Chardon Murray
Sociology
B.A., M.A., University of North Carolina - Wilmington
e-mail: cmurray@cfcc.edu

Ericka S. Myers
Communication/Speech
B.S., Northern Michigan University
M.A., Wichita State University
e-mail: emyers@cfcc.edu

Mary Ellen Naylor
Dental Hygiene Program Director
Certified Dental Assistant
Certificate, Raleigh County Vocational Technical Center,
Dental Assisting
A.A.S., West Virginia Institute of Technology
B.S.D.H., University of North Carolina - Chapel Hill
M.H.A., University of North Carolina - Charlotte
e-mail: mnaylor@cfcc.edu

Daniel Norris
Biology
B.S., University of North Carolina - Wilmington
M.S., University of Guam
e-mail: dnorris@cfcc.edu

Allison H. Nye
Physical Education
B.A., University of North Carolina - Wilmington
M.A. Ed., East Carolina University
e-mail: anye@cfcc.edu

J. Shane Oakley
Philosophy
A.A., Cape Fear Community College
B.A., University of North Carolina - Wilmington
M.A., University of Miami
e-mail: joakley@cfcc.edu

Frank O'Hara
Microsoft System Engineer
B.Tech., Charleston Southern University
e-mail: fohara@cfcc.edu

John Olsen
Boat Manufacture and Service Lead Instructor
Boat Building Certification, Cape Fear Community College
e-mail: jolsen@cfcc.edu

Rebecca Owens
A.D.N.
B.S.N., University of North Carolina - Wilmington
M.S.N., University of North Carolina - Greensboro
e-mail: raowens656@cfcc.edu

Victoria Paige
Art
A.A., Peace College
B.F.A., East Carolina University
M.F.A., University of Colorado - Boulder
e-mail: vpaige@cfcc.edu

Ruthanne Palumbo
A.D.N.
A.A., Cape Fear Community College
M.S.N., University of North Carolina - Wilmington
Certified Nurse Educator
e-mail: rpalumbo@cfcc.edu

Bradley A. Parnell
Biology
B.S., University of North Carolina - Pembroke
M.S., University of North Carolina - Wilmington
e-mail: bparnell@cfcc.edu

James E. Parker
Computer Technology Integration
A.A.S., Cape Fear Community College
e-mail: jeparker@cfcc.edu

James Parker
Manager Facilities & Maintenance
Certificate, Cape Fear Community College
e-mail: jparker@cfcc.edu

Tanesha K. Parker
Spanish
B.A., University of North Carolina - Wilmington
M.A.T., University South Carolina
e-mail: tjparker@cfcc.edu

Bradley Parnell
Biology
B.S., University of North Carolina - Pembroke
M.S., University of North Carolina - Wilmington
e-mail: bparnell@cfcc.edu

Tammie Parris
Surf City Center Coordinator
A.A.S., Coastal Carolina Community College
NC Notary
CRC Gold Certification
LERN Certified Program Planner
e-mail: tparris@cfcc.edu

Dylan Patterson
English
B.A., University of Pennsylvania
M.F.A., Naropa University
email: dpatterson@cfcc.edu

Ken Pearce
Director of Institutional Services
B.S., North Carolina State University
North Carolina Professional Engineer
e-mail: kpearce@cfcc.edu

Peggy Peoples
Transcript Evaluation Coordinator
A.A.S., B.S., Mount Olive College
ppeoples@cfcc.edu

Kim S. Percell
Chemistry
B.S., Colorado State University
M.S., University of Tennessee
e-mail: kpercell@cfcc.edu

Melissa Peterson
Dental Hygiene
A.A., Peace College
A.A.S., Cape Fear Community College
B.A., University of North Carolina - Wilmington
e-mail: mpeterson@cfcc.edu

Laurel A. Pettys
Real Estate Lead Instructor
B. Arch., Tulane University
M.B.A., University of North Carolina - Wilmington
M.Arch., Tulane University
e-mail: lpettys@cfcc.edu

Eric Pittenger
Mathematics
B.S., St. Marys College of Maryland
M.S., Troy State University of Alabama
M.S., University of North Carolina - Wilmington
e-mail: epittenger@cfcc.edu

Patrick Pittman
Director of Career & Testing Services
B.A., University of North Carolina - Wilmington
M.A., East Carolina University
e-mail: ppittman@cfcc.edu

Conrad M. Pope
Printing Technician
A.A.S., Cape Fear Community College
e-mail: cpope@cfcc.edu

Rebecca F. Porter
Director Public Safety
A.A.S., Cape Fear Community College
B.S., Shaw University
e-mail: bporter@cfcc.edu

Kris Pratt
Senior Network Administrator
A.A.S., Cape Fear Community College
A+ Certified Service Technician
Certified Novell Administrator (CNA) 4, 5, and 6
Certified Novell Engineer (CNE) 4, 5, and 6
Cisco Certified Network Associate (CCNA)
e-mail: kpratt@cfcc.edu

Jane Puckett
Economics
A.A., A.A.S., Wilkes Community College
B.S.B.A., M.B.A., Western Carolina University
e-mail: jpuckett@cfcc.edu

Deborah Quinn
Art
B.A., University of North Carolina - Wilmington
M.F.A., East Carolina University
e-mail: dquinn@cfcc.edu

D. Wade Quinn, Jr
Director of Purchasing and Inventory
A.A., Wayne Community College
e-mail: wquinn@cfcc.edu

Cynthia H. Ramsey
Continuing Education Director of Community Enrichment
B.A., M.F.A., University of North Carolina - Wilmington
LERN Certified Program Planner
e-mail: cramsey@cfcc.edu

Jason Ransom
Bookstore Assistant Manager
B.S., University of North Carolina - Wilmington
e-mail: jransom@cfcc.edu

Kathryn Reeves
Director of Budgeting
B.S., University of Virginia
M.S.A.C., University of North Carolina - Wilmington
e-mail: kreeves@cfcc.edu

Daniel C. Reid
Fire Protection Technology
A.A.S., Coastal Carolina Community College
B.S., M.B.A., Columbia Southern University
NC Certified - Firefighter II, Fire Officer II, Level I
Inspector, EMT-B
e-mail: dreid@cfcc.edu

Jennifer K. Renshaw
Occupational Therapy Assistant Program Director
A.A.S., Cape Fear Community College
M.S.OT., Belmont University
e-mail: jrenshaw@cfcc.edu

Erica Reynolds
Mathematics
B.A., M.A., Florida Gulf Coast University
e-mail: ereynolds@cfcc.edu

Lesley Richardson
English
B.A., M.F.A., University of North Carolina - Wilmington
e-mail: lesleyrichardson@cfcc.edu

Matthew Rivenbark
System Administrator
A.A.S., Cape Fear Community College
Certificate, MicroComputer System Technology
Certificate, Computer Information Systems
A+ Certified
Net+ Certified
Certified Novell Administrator (CNA), 5 & 6
Certified Novell Engineer (CNE), 5 & 6
e-mail: mrivenbark@cfcc.edu

Margaret Robison
Vice President for Institutional Advancement
A.A., Peace College
B.S., East Carolina University
M.Ed., University of North Carolina - Greensboro
e-mail: mrobison@cfcc.edu

Jason S. Rogers
Marine Technology Department Chair
B.S., M.S., University of North Carolina - Wilmington
e-mail: jrogers@cfcc.edu

Shawn M. Russell
Business Administration
A.A., Washtenaw Community College
B.S., NC A&T State University
M.B.A., University of North Carolina - Wilmington
Ed.D., North Carolina State University
e-mail: srussell@cfcc.edu

Trisa C. Russell
Computer Technology Integration
A.A.S., Alamance Community College
A.A.S., Durham Technical Community College
B.S., Mount Olive College
M.B.A., Webster University
Website Developer Certificate, East Carolina University
e-mail: trussell@cfcc.edu

Cheryl M. Saba
English
B.A., M.A., University of North Carolina - Wilmington
Certified Online Instructor
e-mail: csaba@cfcc.edu

Kate Santhuff
Educational Partnerships Liaison
B.S., Northwestern University
M.A., Emerson College
e-mail: ksanthuff@cfcc.edu

Rachel Satzman
Anthropology
B.A., Fort Lewis College
M.A., New School University
e-mail: rsatzman@cfcc.edu

Michael R. Saunders
Mathematics
B.S., M.S., University of Vermont
e-mail: msaunders@cfcc.edu

John Schulte
Psychology Instructor/PTK Advisor
B.A., University of Missouri St Louis
M.S., Indiana State University
Psy.D, Central Michigan University
e-mail: jschulte@cfcc.edu

Kenneth Seino
Learning Lab Coordinator
B.ME., M.M., Michigan State University
e-mail: kseino@cfcc.edu

Matthew Sevier
Microsoft System Administrator
Microsoft Certification, Santa Barbara Business College
e-mail: msevier@cfcc.edu

Jonathan W. Shands
Mathematics
B.S., M.S., Middle Tennessee State University
e-mail: jshands@cfcc.edu

Benjamin Shaw
Business Administration
B.S., M.B.A., University of North Carolina - Wilmington
e-mail: bshaw@cfcc.edu

Angie Shipp-Pennock
Biology
B.A., M.S., University of North Carolina - Wilmington
e-mail: mshipp-pennock@cfcc.edu

Eddie Sholar
Computer-Integrated Machining Lead Instructor
A.A.S., Cape Fear Community College
e-mail: esholar@cfcc.edu

Marc A. Siegel
Music
B.A., University of North Carolina - Wilmington
M.M., East Carolina University
e-mail: msiegel@cfcc.edu

C. Giovanni Simpson
Basic Skills
B.A., University of North Carolina - Wilmington
e-mail: clevicisimpson@cfcc.edu

Peter A. Simpson
Marine Superintendent
A.A.S., Cape Fear Community College
B.A., University of North Carolina - Wilmington
U.S.C.G. 1600 Ton Captains License
e-mail: psimpson@cfcc.edu

Gary Sims
Communications Specialist
e-mail: gsims@cfcc.edu

Melissa Singler
Dean of Continuing Education
B.A., M.S.A., University of North Carolina - Wilmington
e-mail: msingler@cfcc.edu

Philip L. Singleton
Music
B.M., Bowling Green State University
M.M., University of Georgia
e-mail: psingleton@cfcc.edu

Daniel G. Smith
Psychology
B.A., University of North Carolina - Chapel Hill
M.A., University of North Carolina - Wilmington
e-mail: danielsmith@cfcc.edu

Michael W. Smith
Plumbing Lead Instructor
NC Plumbing and HVAC Contractors License
NC General Contractors License
e-mail: msmith@cfcc.edu

Suzanne S. Smith
History
B.A., High Point University
M.A., University of North Carolina - Greensboro
e-mail: ssmith@cfcc.edu

Joy L. Smoots
Science Department Chair
B.S., M.S., Eastern Illinois University
e-mail: jsmoots@cfcc.edu

Elizabeth Snow
A.D.N.
B.S.N., M.S.N., University of North Carolina - Charlotte
M.A., North Carolina A&T University
M.A., Pfeiffer University
e-mail: esnow@cfcc.edu

Joyce Spears
Early Childhood Education
B.S., Appalachian State University
M.A.E.D., East Carolina University
e-mail: jpspears84@mail.cfcc.edu

Shana Sperry
Mathematics
B.S., Lynchburg College
M.S., University of North Carolina - Wilmington
e-mail: slsperry338@mail.cfcc.edu

Kellee A. Stacks
Sonography Program Director
B.S., University of Pittsburgh
RT(R), University of Pittsburgh Medical Center
RDMS, Gulfcoast Ultrasound Institute and
Bowman Gray School of Medicine
RVT, American Registry for Diagnostic Medical
Sonography
e-mail: kstacks@cfcc.edu

Kelly N. Stanley
Psychology
A.A., Cape Fear Community College
B.A., M.A., University of North Carolina - Wilmington
e-mail: kstanley@cfcc.edu

Ellen Stash
Senior Financial Aid Coordinator
B.A., University of North Carolina - W\ilmington
e-mail: estash@cfcc.edu

Emily Smyth Stein
Mathematics
B.A., North Carolina State University
M.S., University of North Carolina - Wilmington
e-mail: estein@cfcc.edu

Charisse Stephens
Chemistry
A.S., Cape Fear Community College
B.S., M.S., University of North Carolina - Wilmington
e-mail: cstephens@cfcc.edu

Pamela Stewart
Assistant ERP Administrator
A.A., Cape Fear Community College
B.S., University of North Carolina - Wilmington
e-mail: pstewart@cfcc.edu

Joe Stokes
Electronics Engineering Technology
A.A.S., Cape Fear Community College
email: jstokes@cfcc.edu

Lewis Stroud
Student Development Director, North Campus
B.S., Saint Andrews Presbyterian College
M.A.Ed., Trident University
e-mail: lstroud@cfcc.edu

Sohail Sukhera
Computer Technology Integration
B.A., Franklin and Marshall College
M.S., University of Virginia
e-mail: ssukhera@cfcc.edu

Andrew Sumerel
Physics
B.S., M.S., University of North Carolina - Charlotte
M.S., University of North Carolina - Wilmington
e-mail: asumerel@cfcc.edu

Allison Sutphin
Nursing Simulation/Lab Coordinator
B.S.N., Radford University
M.S.N., East Carolina University
e-mail: asutphin@cfcc.edu

Robert C. Sutton
Religion/Philosophy
B.A., Virginia Wesleyan College
M.Div., Drew Theological School
M.Phil., Ph.D., Caspersen School of Graduate Studies,
Drew University
e-mail: rsutton@cfcc.edu

Tina Swanno
Criminal Justice
B.A., State University of New York
M.A., University of North Carolina - Wilmington
Retired Police Officer
e-mail: tswanno@cfcc.edu

Paul M. Sweeney
Criminal Justice Lead Instructor
A.A. Horry-Georgetown Technical College
B.A.I.S., Coastal Carolina University
M.C.J., University of South Carolina
Certified Police Officer
Certified Protection Professional
e-mail: psweeney@cfcc.edu

Lynn Sylvia
Parking and Campus ID Coordinator
B.A., Elon University
e-mail: lsylvia@cfcc.edu

Jeanette Szwec
Mathematics Instructor
B.A., Temple University
M.S., Villanova University
e-mail: jszwec@cfcc.edu

Erica Talbert
Basic Skills Director
B.A., University of North Carolina - Chapel Hill
M.S., Indiana University
e-mail: etalbert@cfcc.edu

Douglas Tarble
Small Business Center Director
B.S., Worcester Polytechnic Institute
M.B.A., Iona College
e-mail: dtarble@cfcc.edu

Stacey V. Tatum
Spanish
B.A., Lenoir-Rhyne College
M.A., Appalachian State University
e-mail: statum@cfcc.edu

H. Michael Taylor
Welding Lead Instructor
Vocational Diploma, Cape Fear Community College
B.A., University of North Carolina - Wilmington
Certified Welding Inspector
Certified Welding Educator
e-mail: mtaylor@cfcc.edu

Laura Taylor
Mathematics
B.A., M.A., University of North Carolina - Wilmington
e-mail: ltaylor@cfcc.edu

Rhonda D. Tighe
Early Childhood Program Director
B.S., M.S., Elmira College
e-mail: rtighe@cfcc.edu

Mary Tillery
Customized Training and Career Readiness Coordinator
B.A., North Carolina State University
e-mail: mtillery@cfcc.edu

Larry Tingen
Mathematics
B.S., Western Carolina University
M.S., University of North Carolina - Wilmington
e-mail: lltingen216@mail.cfcc.edu

David Tomczyk
Mathematics
B.S., M.S., Oakland University
e-mail: dtomczyk@cfcc.edu

Henry Tootoo
Maintenance Coordinator
A.A.S., Cape Fear Community College
e-mail: htootoo@cfcc.ecu

Gerard Trujillo
Electrical/Electronics
A.A.S., Laramie County Community College
A.A.S., Western Wyoming Community College
B.S., Ashford University
e-mail: gtrujillo@cfcc.edu

Donald E. Turner
Mathematics
A.A., Lee College
B.S., M.Ed., Texas A & M University
e-mail: dturner@cfcc.edu

Shauna Turner
Computer Technology Integration
B.S., M.S., University of North Carolina - Wilmington
e-mail: sturner@cfcc.edu

Donna Uguccioni
Biology
B.S., M.S., University of North Carolina - Wilmington
e-mail: duguccioni@cfcc.edu

Vicky B. Valand
ABE/ASE Coordinator
B.S., Appalachian State University
LERN Certified Program Planner
e-mail: vvaland@cfcc.edu

Elizabeth Vance
Truck Driver Training Lead Instructor
Certificate, Cape Fear Community College
10 years truck driving experience
e-mail: evance@cfcc.edu

Mark X. VanCura
Biology
B.S., Benedictine University
M.S., Loyola University
J.D., Northern Illinois University
Ph.D., Medical University of America
e-mail: mvancura@cfcc.edu

Timothy Vandenberg
TV/Video Production Specialist
B.S., Western Carolina University
e-mail: tvandenberg@cfcc.edu

Greg Vandergriff
Computer Technology Integration
A.A.S., Cape Fear Community College
B.S.I.T., East Carolina University
COMPTIA: A+ Certified Service Technician
COMPTIA: Network + Certified Network Technician
Certified Novell Administrator (CNA) 6 and 6.5
Novell Academic Instructor (NAI) 6 and 6.5
e-mail: gvandergriff@cfcc.edu

Susan Venters
Esthetics
Certificate, Cape Fear Community College
A.A., University of North Carolina - Wilmington
e-mail: sventers@cfcc.edu

Mitford Walker
Masonry
e-mail: mwalker@cfcc.edu

Ann M. Wall
Mechanical Engineering Technology
A.A.S., Cape Fear Community College
e-mail: awall@cfcc.edu

Brad Walls
Biology
B.S., University of North Carolina - Wilmington
M.S., East Carolina University
e-mail: abwalls@cfcc.edu

Holly Walters
Biology
B.S., University of North Carolina - Chapel Hill
Ph.D, Wake Forest University
e-mail: hwalters@cfcc.edu

James A. Walters
Mathematics
B.A., Marshall University
M.Ed., North Carolina State University
e-mail: jwalters@cfcc.edu

John Ward
Director/Instructor BLET
Certificate, West Virginia State Police Academy
B.A., Marshall University
M.S., Indiana State University
Certified Law Enforcement Officer
e-mail: jward@cfcc.edu

M. Melissa Watson
Business Department Chair
B.S., Mount Olive College
MBA, Webster University
Web Development Certificate, East Carolina University
Project Management Certificate, University of North Carolina - Wilmington
e-mail: mwatson@cfcc.edu

Christa Weaver
English
B.A., Old Dominion University
M.A., University of North Carolina -Wilmington
e-mail: cweaver@cfcc.edu

Brian Weeks
Lead Educational Partnerships Liaison
B.A., M.A., University of North Carolina - Wilmington
e-mail: bweeks@cfcc.edu

Kenneth Wells
Landscape Gardening Lead Instructor
B.S., Virginia Polytechnic University
e-mail: kwells@cfcc.edu

Judy Whaley
Sewing
e-mail: jwhaley@cfcc.edu

Sherrie Whitehead
Art
B.S., Frostburg State University
M.F.A., Savannah College of Art & Design
e-mail: swhitehead@cfcc.edu

Patrick Whitfield
Financial Aid Coordinator - Scholarships
A.A.S., Cape Fear Community College
B.S., Mount Olive College
e-mail: pwhitfield@cfcc.edu

Daniel Wilcox
Campus Police Chief
B.S., Mountain State University
e-mail: dwilcox@cfcc.edu

Ernest Williams
Supervisor of Custodial Services
e-mail: eewilliams033@cfcc.edu

Margo Williams
English
B.A., North Carolina Central University
M.F.A., Emerson College
e-mail: mwilliams@cfcc.edu

Scotty Williams
Computer Technology Integration
B.S., Elizabeth City State University
M.B.A., M.A., Webster University
e-mail: swilliams@cfcc.edu

Tracy Williams
Medical Office Administration
B.S., M.B.A., East Carolina University
e-mail: twilliams@cfcc.edu

Gregory J. Williams, Jr.
Computer Facilitator
B.S., East Carolina University
e-mail: gwilliams@cfcc.edu

Donald R. Wilson
Physical Education
B.S., East Tennessee State
M.S., Winthrop University
e-mail: dwilson@cfcc.edu

Keith L. Wilson
Computer Engineering Technology
B.A., Brigham Young University
M.S., University of Phoenix
Graduate Certificate in Community College Teaching, North Carolina State University
e-mail: kwilson@cfcc.edu

Lauren Wilson
Assistant Registrar
B.A., Hiram College
e-mail: lwilson@cfcc.edu

Diane Withrow
Hotel/Restaurant Management Program Coordinator
B.S., Illinois State University
M.S., Florida International University
e-mail: dwithrow@cfcc.edu

John Wojciechowski
Sustainability Technologies Lead Instructor
B.Arch., M.Arch., Tulane University
Registered NC Architect
Member, American Institute of Architects
LEED Accredited Professional
Certified Energy Auditor
e-mail: jwojciechowski@cfcc.edu

Jennifer Young
English
B.A., Augusta State University
M.A., University of North Carolina - Wilmington
e-mail: jyoung@cfcc.edu

Rodney Young
Counselor
B.S., M.S., East Carolina University
e-mail: ryoung@cfcc.edu

Susan Zenner
Mathematics
B.A., University of Texas
M.A., East Carolina University
e-mail: szenner@cfcc.edu

Larolyn S. Zylicz
Psychology
B.A., M.A., East Carolina University
Ed.D., Clemson University
e-mail: lzylicz@cfcc.edu

Index

About the College 2
Academic Advising Center 9
Academic Forgiveness 23
Academic Honors 25
Academic Information 17
Academic Program Change 22
Academic Program of Study 22
Academic Warning, Probation and Suspension 24
Accounting 83
Accuplacer Test 9
Admission of International Students 7
Admission of Non-degree Seeking Student 5
Admission of Out-of-State Students 7
Admission of Transfer Students 5
Admission of Transient Students 6
Admissions 5
Advanced Placement 20
Air Conditioning, Heating and Refrigeration Technology.. 84
Alston W. Burke Center 57
Appeal Process for Probationary Semester 28
Applying for Financial Aid 26
Architectural Technology 85
Art 74
Associate Degree Nursing 128
Associate Degree Nursing (RN) 128
Associate in Applied Science, Diploma
  and Certificate Programs 83
Associate in Arts 66
Associate in Fine Arts Pre-Major 74
Associate in General Education 83
Associate in Science 70
Athletics and Intramural Activities 33
Attendance Policy 17
Auditing Courses 16
Automotive Systems Technology 86
Available Aid Programs 26
Banking and Finance 91
Basic Law Enforcement Training 88
Basic Skills Division 15
Basic Skills Division 50
Boat Building 88
Boat Manufacture and Service 89
Bookstore 32
Burgaw Center 57
Business Administration 90
CAD Drafting 125
Campus Sex Crimes Prevention Act 45
Campus Visits 8
Cardiovascular Sonography 92
Career and Testing Services 9
Carpentry 93
Catalog of Record 25
CFCC Honors Program 26
Change of Name/Address 36
Cheating and Plagiarism 24
Chemical Technology 93
Children on Campus Policy 36
Cisco Networking 101
Classroom Rules 40
CLEP - College Level Examination Program 20
Clubs and Organizations 34
Code of Conduct 40
College Calendar 3
College Closings or Delays 18
College Opportunities for High School Students 6
College Sponsored Activities and Events 35
College Transfer Programs 66
College Transfer/University Parallel General Information
  and Articulation Agreements 60
Collision Repair and Refinishing Technology 94
Community Enrichment Department 52
Community Spanish Interpreter 95
Computer Acceptable Use Policy 39
Computer Competency 25
Computer Forensics 101
Computer Technology Integration 96
Computer-Integrated Machining 95
Conduct Probation and Suspension 40
Construction Management Technology 101
Continuing Education Division 49
Continuing Education Services 15
Corporate and Continuing Education Department 54
Cosmetology 102
Counseling 9
Course Descriptions 139
Course Load 15
Course Repeat Policy 23
Credit by Proficiency 20
Crime Awareness and Campus Security Policy 44
Crime Data 45
Criminal Justice Technology 104
Culinary Arts 105
Customer Service 91
DANTES Subject Standardized Tests 21
Degree Audit 25
Dental Assisting 107
Dental Hygiene 108
Developmental Studies 11
Diesel and Heavy Equipment Mechanics 109
Directory Information 38
Disability Support Services 9
Drafting 124
Drama 76
Dress 36
Drug and Alcohol Policy 47

Early Childhood Education ... 110
Educational Partnerships ... 21
Electrical Systems Technology ... 111
Electronic Signature Policy for Students ... 31
Electronics Engineering Technology ... 112
Eligibility After Graduation ... 27
Emergency Evacuation ... 47
Emergency Medical Science ... 114
Entrepreneurship ... 91
Esthetics Instructors ... 114
Esthetics Technology ... 115
Evacuation of Buildings ... 46
Expenses ... 31
Experiential Learning ... 22
Failure to Achieve Satisfactory Academic Progress ... 27
Film and Video Production Technology ... 115
Final Grades ... 19
Financial Aid ... 26
Financial Need and Expected Family Contribution ... 27
Fire Protection Technology ... 116
Food Services ... 36
Foundation Scholarships ... 29
General Admissions Process ... 7
General Course Information ... 49
General Education Values Statement ... 60
General Information ... 36
Grade Appeal Procedure ... 23
Grading and Grade Point Averages ... 17
Grading Scale ... 17
Grading System ... 17
Graduation Fees ... 32
Graduation Needs ... 25
Grievance Procedure ... 46
Health Services ... 14
Healthcare and Life Sciences Department ... 55
Healthcare Business Informatics ... 117
High School Equivalency Exam Testing ... 9
Hospitality Management ... 118
Housing ... 36
Human Resources Development Program ... 15
Inclement Weather ... 18
Incomplete Grades ... 19
Independent Study ... 22
Index ... 280
Industrial Systems Technology ... 119
Information Systems Security ... 98
Information Technology ... 97
Institutional Indebtedness ... 32
Insurance ... 31
Intent to Graduate ... 25
Interior Design ... 120
International Business ... 91
Interpreter Education ... 121
Intramural Program ... 33
Judicial Board ... 46
Landscape Gardening ... 121
Learning Lab ... 14
Learning Resources Center ... 14
List of Transfer Courses ... 11
Local Board of Trustees ... 1
Lost and Found ... 36
Maintaining eligibility for Veterans Educational Benefits ... 30
Management and Supervision ... 92
Marine Technology ... 123
Maximum Time Frame ... 28
Maximum Time Frame Appeal ... 29
Mechanical Engineering Technology ... 124
Mechatronics Engineering Technology ... 125
Medical Office Administration ... 126
Medical Sonography ... 126
Mission Statements ... 2
Music and Music Education ... 80
myCFCC ... 8
Network Administration ... 99
Network Technology ... 99
North Carolina High School to Community College Articulation Agreement ... 22
Off-Campus Groups and Individuals ... 18
Notification of Awards ... 27
Nuclear Technology ... 127
Nursing Programs ... 128
Occupational Therapy Assistant ... 130
Office Systems ... 90/92
On-Campus Groups and Individuals ... 18
Online Learning ... 15
Online Learning ... 57
Operating Systems Administration ... 100
Orientation ... 8
Paralegal Technology ... 131
Parking ... 37
Parking and Security Permits ... 31
Partnerships with Business and Industry ... 21
Partnerships with Community Agencies ... 21
Patent and Copyright Policy ... 39
Personnel in the Armed Services ... 32
Pharmacy Technology ... 132
Phi Theta Kappa ... 33
Phlebotomy ... 133
Placement Test Advising Guide ... 10
Placement Testing ... 9
Placement Testing Options ... 9
Plumbing ... 134
Practical Nursing (LPN) ... 129
Practical Nursing (LPN) ... 129
Prerequisites and Corequisites ... 24
President's Welcome ... 1
Procedures for Registering for Classes ... 15
Programs Not Eligible for Financial Aid ... 27

Programs of Study..58
Project Management 92
Provisional Admission 6
Public Safety Department 56
Qualitative and Quantitative Standards 27
Radiography...134
Re-Admission of Curriculum Students.................................6
Real Estate Licensing...135
Refund of Tuition..32
Registration Information...15
Renewable Energy Technology.......................................137
Requirements for Graduation...25
Residency Appeal...7
Retention and Graduation Rate Information.......................11
Retention Pond Management...122
Retest Policy 9
Return Check Guidelines 32
Return of Federal Funds..29
Right of Appeal 40
Right of Appeal (Academic Suspension)............................24
Right of Appeal (Cheating)...24
Rights of Administration...38
Rights of Faculty...38
Rights of Parents 38
Rights of Students3 8
Satisfactory Academic Progress..27
Satisfactory Progress Standards..23
Selective Admissions/Health Science Programs...................5
Semester Hour Credit..15
Semester System 15
Services to Students 8
Sex Offender Notification 45
Sexual Harassment..46
Sexual Misconduct..41
Sexual/Gender Misconduct Plan and Plan Expectations 41
Social Activities 33
Software Development..99
Special Credit-Lifelong Learners..6
Staff and Faculty 261
State Board of Community Colleges 1
Student Activities..33
Student Advisement 17
Student Ambassadors 30
Student Ambassadors Program 33
Student and Public Complaint Policy and Procedures........46
Student Expectations, Rights and Responsibilities.............38
Student Fees..32
Student Government Association..33
Student Identification Card 32
Student Participation in CFCC Activities...........................19
Student Publications..35
Student Records 38
Student Responsibilities..29
Student Veteran Attendance Policy.....................................18
Surgical Technology...135
Sustainability Technologies 136
Sustainable Building Technologies..................................137
Systems Administration 100
Telephones 37
Textbooks, Educational Tools and Fees..............................32
Timing of Measurement..28
Tobacco Free Campus Policy..37
Transcript of Record 32
Translating Course Grades into GPA..................................17
Truck Driver Training 138
Tuition...31
Tuition/Fees/Books 29
Verification...27
Veterans Educational Benefits..30
Virtualization Technology 101
Vision Statement 2
Vocational Rehabilitation..30
Waiver of Prerequisites and Corequisites 24
Weapons on Campus...40
Web Development..100
WebAdvisor 8
WebAdvisor (Online Registration) 16
Welding Technology 138
Where to Go for What...8
Withdrawal..16
Written Student Complaint 46

ACADEMIC PROGRAMS

College Transfer

Associate in Arts
Associate in Science
Associate in Fine Arts
Pre-Majors
Art
Drama
Music and Music Education

Technical and Vocational

Health Sciences

- Associate Degree Nursing
- Cardiovascular Sonography
- Dental Assisting
- Dental Hygiene
- Early Childhood Education
- Medical Sonography
- Occupational Therapy Assistant
- Pharmacy Technology
- Phlebotomy
- Practical Nursing
- Radiography
- RIBN-Regionally Increasing BS Nurses
- Surgical Technology

Business Technologies

- Accounting
- Business Administration
- Computer Technology Integration
- Healthcare Business Informatics
- Medical Office Administration
- Real Estate Licensing

Engineering Technology

- Architectural Technology
- Chemical Technology
- Computer Integrated Machining
- Drafting
- Electronic Engineering Technology
- Interior Design
- Mechanical Engineering Technology
- Mechatronics Engineering Technology
- Nuclear Technology

Marine Technology

- Boat Building
- Boat Manufacturing and Service
- Marine Technology

Public Service

- Baking and Pastry Arts
- Basic Law Enforcement Training (BLET)
- Community Spanish Interpreter
- Cosmetology
- Criminal Justice Technology
- Culinary Arts
- Emergency Medical Science (EMS)
- Esthetics Instructor
- Esthetics Technology
- Film & Video Production Technology
- Fire Protection Technology
- Hospitality Management
- Interpreter Education
- Paralegal Technology

Vocational

- Air Conditioning, Heating and Refrigeration Technology
- Automotive Systems Technology
- Carpentry
- Collision Repair and Refinishing Technology
- Construction Management Technology
- Diesel and Heavy Equipment Technology
- Electrical Systems Technology
- Industrial Systems Technology
- Landscape Gardening
- Plumbing
- Sustainability Technologies
- Truck Driver Training
- Welding Technology

Associate in General Education

CAPE FEAR
COMMUNITY
COLLEGE

WILMINGTON CAMPUS
411 North Front Street
Wilmington, NC 28401
910.362.7000

NORTH CAMPUS
4500 Blue Clay Road
Castle Hayne, NC 28429
910.362.7700

BURGAW CENTER
100 East Industrial Drive
Burgaw, NC 28425
910.362.7900

ALSTON BURKE CENTER
621 NC Highway 210 East
Surf City, NC 28445
910.362.7930

www.cfcc.edu